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ABSTRACT

Despite the fact that the institution has never had a policy of racial discrimination in hiring and admission procedures, the University of South Florida (USF) was one of the first institutions of higher education in the southeast to adopt an affirmative action plan. This revised edition of the program contains: a description of the Equal Opportunity Policy; the Equal Opportunity Committee; and identification of those University officials responsible for its implementation. Identification of the problem areas and the need for affirmative action is also covered. A plan for affirmative action is included with timetables, goals, and action programs. Appendices include: contract forms; organizational charts; minority recruitment efforts; and hiring goals. Materials submitted to the Office of Civil Rights (HEW) are also included. (Author/PG)

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# THE USF EQUAL OPPORTUNITY PROGRAM:

## A Strategy for Ensuring Equal Educational and Employment Opportunity through Affirmative Action

II

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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UNIVERSITY OF SOUTH FLORIDA
Tampa, Florida 33620
June 1, 1974

HE 005 644

June 5, 1974

Mr. William H. Thomas, Director
Office for Civil Rights (Region IV)
Department of Health, Education and
Welfare
50 Seventh Street, N.E.
Atlanta, Georgia 30323

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Dear Mr. Thomas:

I am pleased to submit herewith the revised USF Equal Opportunity Program: A Strategy for Ensuring Equal Educational and Employment Opportunity Through Affirmative Action. The document has been amended and revised, pursuant to your letter of March 5, Louis Bryson's letter of April 5, and follow-up communications between Jim Vickrey of my staff and Jim Lemon of your staff. I am confident that you will find the Program responsive to the concerns outlined in your March 5 letter and that, after further review by your staff, a determination will be made that it is adequate within the meaning of Executive order 11246, as amended, and related implementing rules, regulations, and orders.

You will note that we have retained the integrated equal opportunity-affirmative action approach in the revised Program. The reasons, which we find increasingly compelling, are the same ones stated in my letter of March 13 to you and discussed by Jim Vickrey with members of your staff on several occasions.

You will also note that some of the "employment factors" referred to in your letter of March 5 we still consider to be beyond our power or authority to affect directly even though we support appropriate State action in regard to such factors, which include validation of State personnel tests, and providing employees and potential employees adequate housing, transportation services and child care facilities. Other factors, however, which are within our capacity to affect directly, we have sought to address and to outline appropriate approaches thereto.

All in all, your letter of March 5 indicated three areas of "difficulties" in the September 12, 1973 edition of The USF Equal Opportunity Program: (1) clarification of our hiring goals; (2) more adequate identification of all the possible problem areas; and (3) clearer indications of whether minorities and females are utilized in personnel and affirmative action recruiting efforts and evidence of a mechanism to monitor terminations by race and sex.

The hiring goals have been adjusted and clarified, as requested. Moreover, your concerns regarding (2) and (3) have been addressed; I trust satisfactorily. Related areas have also been expanded in the revised Program, adhering as closely as possible to our understanding of the requirements of applicable rules, regulations and orders. I say "our understanding" because it seems to be increasingly clear that these requirements are not as clear, either to your staff or to mine, as was supposed just a few months ago. Nevertheless, we shall continue to fulfill our responsibilities and to work with your office to clarify them.

With the revised Program, I am also submitting a set of related materials, which demonstrate and document the University's equal opportunity-affirmative action commitment. Had you had these materials earlier I think that many of your previous concerns would have been resolved sooner.

By the way, if you decide to have an on-site review prior to final action on our Program, as Jim Vickrey has been told might be the case, I would request that it be conducted after August 7 (because of scheduling factors here).

Please let me know if you have questions about the Program or any related materials -- or have your staff contact Jim Vickrey directly at 813-974-2607.

Sincerely,

Cecil Mackey
President

cc: Jim Vickrey
Steve McArthur
Ted Bukowski

• For additional copies of this document or further information, contact:

Dr. Jim Vickrey
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*No person shall, on the basis of race, color, creed, religion, sex, age, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity at the University of South Florida. The University is an affirmative action Equal Opportunity Employer.*

This public document was promulgated pursuant to State statutes to provide members of the University Community and other interested persons basic information on the University of South Florida Equal Opportunity Program.

# THE USF EQUAL OPPORTUNITY PROGRAM:
## A Strategy for Ensuring Equal Educational and Employment Opportunity Through Affirmative Action

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# I. INTRODUCTION

● BACKGROUND. Despite the fact that the institution has never had a policy of racial discrimination in hiring and admission procedures, the University of South Florida was one of the first institutions of higher education in the Southeast to adopt an "affirmative action plan." Approved and promulgated on June 24, 1969 by USF's first president Dr. John Allen (revised on December 11, 1969), An Affirmative Action Plan for Equal Employment and Educational Opportunities was the first document of its type in Florida's nine-institution State University System and helped establish the new university's reputation as a pioneer among Southern institutions in equal educational and employment opportunity.[1] That Plan provided the general framework for the University's equal opportunity efforts for almost four years.

Consistent with the University's equal opportunity commitment, a special President's Advisory Committee on the Status of Women at USF was formed in 1971. An extensive report resulted from the work of the Committee and the response to it of the University's second president Dr. Cecil Mackey in April, 1972 constitutes an affirmative action commitment addressed specifically to problems of women on campus. (A copy of that response is available upon request.)

● DEVELOPMENT AND REVISION OF THE EQUAL OPPORTUNITY PROGRAM. On April 11, 1973, President Mackey wrote to members of the University Community that "the effective implementation of the University's long-standing

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[1]The first black faculty member was hired at USF about 1965 and black students have been enrolled here since the mid- to late-sixties (the exact date is not known).

commitment to equal opportunity and affirmative action requires modification of certain aspects of the USF Equal Opportunity Program and reaffirmation of others." He added: "The time has come for us to accelerate our efforts to eliminate unlawful discrimination at USF. I pledge to you my best efforts to accomplish that goal and I call upon each member of the faculty, staff and student body to join me in that task...."

Thereafter, a number of persons throughout the University Community --including the Equal Opportunity Committee, the presiding officers of the four University constituent bodies (Faculty Senate, Student Legislature, and A & P and Career Service bodies), members of the Status of Women Committee, and other faculty, students and staff members -- were involved in the process of reexamining and, where appropriate, proposing modifications in the University's Equal Opportunity Program and Affirmative Action Plan. The fruits of their labors were included in The USF Equal Opportunity Program: A Plan for Affirmative Action, approved on September 12, 1973, by President Mackey.

The changes embodied in that document were made in the light of a number of relevant factors, including: modifications of applicable laws, regulations and executive orders; the availability of more accurate analyses of relevant demographic data generally, and employment and enrollment data in particular; and recent changes in the structure and substance of a number of University programs. Because of the evolutionary nature of such factors, it was assumed, therefore, and so stated in the new Program that the changes included in it would not be the last ones made in the USF Equal Opportunity Program. For that reason, the 1973 document noted that "the policies and procedures printed below should not be considered as having been set in concrete, but rather should be

viewed as the components of a results-oriented program for ensuring equal educational and employment opportunity which would itself evolve to meet the changing needs of the institution and the society it serves. To that end, the review of and reaction to the USF Equal Opportunity Program in the coming year by members of the University Community -- and other interested persons -- are encouraged. Comments and suggestions about the Program should be directed to the chairman of the Equal Opportunity Committee or to the Equal Opportunity Coordinator." During the past nine months, a number of persons in the University Community have taken seriously that request for review and reaction and, accordingly, have communicated their thoughts to the Committee and to the Coordinator. Many of the changes embodied in this revised edition of The USF Equal Opportunity Program were made as a result of those helpful suggestions.

It is expected that The USF Equal Opportunity Program will be revised annually. Changes in the applicable laws, regulations and executive orders, as well as refinements in the process of generating the availability and other data required for the establishment of reasonable and responsible affirmative action goals, necessitate, at least, an annual reevaluation of the adequacy of the existing document -- if not a revised and repromulgated one. Therefore, as before, the continuing review and reaction of all interested persons are encouraged to ensure that the policies and procedures included herein, as approved by President Mackey on June 1, 1974, are responsive to the imperatives of law and conscience and constitute a responsible approach to the challenge of ensuring equal opportunity and appropriate affirmative action steps at the University of South Florida.

## II. THE USF EQUAL OPPORTUNITY PROGRAM

The USF Equal Opportunity Program consists of a number of key elements, including: the Equal Opportunity Policy; the Equal Opportunity Committee; designated USF Officials with operational responsibility for compliance with that policy and the applicable laws, regulations and orders; and A Plan for Affirmative Action (see Section IV).

● EQUAL OPPORTUNITY POLICY. The following statement articulated and confirmed in a variety of ways by the President of the University, constitutes USF policy on equal opportunity:

The University of South Florida is committed to the principle of equal educational and employment opportunity for all persons, without regard to race, color, creed, religion, sex, age or national origin. Moreover, the University is committed to ensuring that no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program, activity or facility of the University on the basis of any of those factors, and taking appropriate action to eliminate vestiges of unlawful discrimination.

The University is specifically committed to (1) recruit, hire, train and promote persons in all job classifications without regard to these factors, except where sex is a bona fide occupational qualification; (2) base decisions on employment so as to further the principle of equal employment opportunity; (3) insure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; and (4) ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, return from layoffs, training education and assistance, social and recreation programs, will be

administered without regard to these factors.

Furthermore, the University is committed to consider applicants for admission as students solely upon the basis of individual qualifications and to hire students without regard to their race, color, creed, religion, sex, age or national origin.

As a State institution and federal contractor, the University adheres to all applicable State and Federal statutes, orders and regulations, and to the following policy on non-discrimination approved by the Florida Board of Regents (December, 1972):

"The State University System believes in equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and is committed to non-discrimination because of race, creed, color, sex or national origin. This commitment applies to all areas with students, faculty and other personnel. It is also relevant to those aspects of the University System concerned with the choice of contractors, suppliers of goods and services, and to the use of facilities. The State University System through its education percept strives for a society in which opportunity is equalized and supports the development of skills and opportunities of the members of all groups so they may play responsible and productive roles in society."

The University also adheres to -- and through the Board of Regents is a part of -- the Affirmative Action Plan for Florida State Government (approved and promulgated by Governor Reubin Askew in January, 1973.), established "to ensure that all state personnel policies regarding recruitment, hiring, and promotion will guarantee equal opportunities for all citizens of the State of Florida." (A copy of the State Plan, as well as a copy of the Board of Regents' Model Affirmative Action Plan, developed at the Florida State University, and the recently submitted SUS Plan for Equalizing Educational Opportunity in Public Higher Education in Florida, are on file in "Documents of Current Interest," Special Collections Room of the USF Library.)

It should be noted that this USF Equal Opportunity Policy is not limited strictly to educational and employment opportunity, but is fully applicable to every program, activity, event, class, facility or other aspect of the University or any unit thereof, or any program, activity and the like undertaken or utilized with its sanction.

It should also be noted -- and underscored at this point -- that the University's "Equal Opportunity Policy" is but one part of the overall Equal Opportunity Program, which also includes the other two elements discussed in this section, as well as the University's specific Plan for Affirmative Action, outlined in Section IV. These aspects of the institution's legal responsibilities under various statutes, regulations and orders are incorporated and included in this one document for the sake of completeness and, it is hoped, clarity. In combining "equal opportunity" and "affirmative action" concerns in a single document, the University recognizes the distinctions between the terms but concludes that a coordinated, comprehensive approach to them is desirable.

NOTE: Throughout this document, the words "black," "minority," and "women" are used extensively. For the sake of convenience, "minority" is utilized frequently and it should be understood that for equal opportunity and affirmative action purposes the word is taken to include black persons, other minorities and/or women, when not otherwise so indicated. Similarly, when the word "he" is used alone as a general term, it refers to both men and women.

In addition, data displayed throughout the document are arranged according to three key categories: "black," "other minority" (i.e., non-black minority personnel, primarily, "Spanish surnamed Americans") and "Female." These terms and their use here were determined as a result of a review of the University's most pressing equal opportunity needs to be best suited to focus attention on the deficiencies of highest priority. A breakdown of data by other categories is available but is not included herein in order to simplify the discussion and display of the most relevant statistics. In response to a request from HEW officials, the data will be analyzed for all minorities in the next edition of this document. Time constraints preclude doing so this year, except for the breakdowns in the Appendix (K).

## Formal Dissemination (Internal & External of Policy

University policy on equal opportunity has been and is being disseminated in a number of ways, including:

- Publication of the following statement (or an abbreviated version thereof) in a prominent place in or on all USF publications: "No person shall, on the basis of race, color, creed, religion, sex, age, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity at the University of South Florida. The University is an affirmative action Equal Opportunity Employer."

- Inclusion of a special section in the University Staff Faculty Handbook, outlining the USF Equal Opportunity Program, reprints of which have been distributed on campus.

- Appropriate references in the University Policy manuals, Student Handbook and USF Bulletin (catalog).

- Circulation of the President's April 11, 1973 memorandum (outlining the USF Equal Opportunity Program), which was reprinted and also included in the April 13 issue of Intercom, the official faculty-staff weekly newsletter, and detailed summary of the Program in other issues of the Intercom.

- Announcement of this revised equal opportunity program and plan in Intercom and by news release and inclusion of pictures of minorities in University publications.

- Prominent display of non-discrimination posters in employee- and student-frequented areas and inclusion of appropriate references in personnel publications, recruiting materials, advertisements, orientation sessions, etc.

- Discussion of the USF Equal Opportunity Program on WUSF-FM and TV and local commercial media and prominent placement of documents embodying it in the Personnel Services office and USF Library.

- Reaffirmation of the University's equal opportunity commitment by the President at faculty and staff meetings, by each vice president at special meetings held for that purpose, and by designated officials at regular Personnel Orientation sessions.

- Printing and widespread circulation of this and other related documents on campus and making it available to all current and prospective USF employees, local media and other appropriate groups.

- Timely reminders of and reaffirmation of support for this program and plan by all supervisory personnel.

- Other means of internal and external dissemination as noted in Subpart C, 60-2.21 of "Order No. 4."

NOTE: A number of other publications have also been circulated to key administrators and put on file in "Documents of Current Interest," Special Collections Room of the USF Library.

● THE EQUAL OPPORTUNITY COMMITTEE. A major element in the USF Equal Opportunity Program is the University's Equal Opportunity Committee.

The committee consists of 7 faculty, 6 staff and 3 student members, representing all segments of the University, and, ex officio, the chairperson of the Status of Women Committee. They are appointed annually by the President of the University, who designates one of them as chairperson and one as vice chairperson. The membership of the 1974-75 Committee includes: three black and one "other minority" faculty; two black staff persons; two female faculty; and three female staff persons. Four of the sixteen members are white males. The chairperson of the Committee is a white, female faculty member; the vice chairperson is a black, male staff member.

The primary responsibilities of the Equal Opportunity Committee are: (a) advising the President of the University on matters pertaining to equal opportunity generally, including the USF Affirmative Action Plan; and (b) where appropriate, serving as a mediating body to assist in the resolution of equal opportunity complaints unresolved at the vice-presidential level.

Operating procedures for the Committee are determined by the Committee but are generally the same ones governing University Committees generally -- most of which come from Robert's Rules of Order or similar authorities and include such matters as quorums required for transaction of business, etc. Specific procedures for handling equal opportunity complaints referred to the Committee are included in the Appendix.

Role of the Committee on the Status of Women

The Special Committee on the Status of Women also advises the President on matters pertaining to the status of women at USF. (The President's response to its 1972 report and other documents concerning the work of the Committee are available upon request.) However, that Committee does not play an active role in the resolution of specific complaints and, for that reason, individual complaints of sex discrimination are handled as are other equal opportunity complaints -- as indicated below.

● UNIVERSITY OFFICIALS RESPONSIBLE FOR IMPLEMENTATION. While the President has ultimate responsibility for implementation of the USF Equal Opportunity Program ( and Affirmative Action Plan), all USF officials with administrative duties are responsible, in part, for its implementation. However, the primary responsibilities lie with the President and through him the Vice Presidents -- and in turn, with the respective deans, department and division heads, and directors. A memorandum to that effect has been sent by the President to the Vice Presidents, who have been designated the "Equal Opportunity Officers" of the University; key portions of it are reprinted below:

"The University of South Florida is committed legally and as a matter of principle to the concepts of equal opportunity for affirmative action. Operational responsibility for carrying out this commitment rests with every administrative official of the University, from the President through the Vice Presidents to the various deans, department and division heads, and directors. Unfortunately, there appears to be some misunderstanding as to which USF officials have this responsibility. The purpose of this memorandum is to seek your assistance in trying to eliminate this misunderstanding.

"I am directing you to communicate in writing to each of the deans and directors reporting directly to your office that they, and those department and division heads reporting to them, are accountable USF officials for carrying out the University's commitment to equal opportunity and affirmative action. In addition, you should indicate to them that they are to communicate in writing to those department and division heads reporting to them that they are in turn to be held accountable for carrying out the commitment.

"The result of this formal designation of officials responsible for equal opportunity and affirmative action should be clarification of where accountability lies and hopefully, therefore, a more effective effort to insure that:

"'No person shall, on the basis of race, color, creed, religion, sex, age, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity at the University of South Florida.'"

The Vice Presidents have written to and meet periodically with each director, dean and other officials reporting to them, outlining their

equal opportunity responsibilities and, together with the Equal Opportunity Coordinator and Special Assistants, answering questions raised.

Although the various administrative officials noted above have the major responsibility for implementing the USF Equal Opportunity Program and will be evaluated in part on their willingness and ability to carry out their responsibility -- and thus will be held strictly accountable in that regard -- an Equal Opportunity Coordinator and Special Assistants to the Vice Presidents have been appointed to assume the operational responsibilities outlined below.

Special Assistants. Special Assistants for Equal Opportunity to the Vice Presidents have been appointed in each of the major administrative areas of the University. All are minority or female (at the time of this writing, two white women and two black men). A comparison of the allocation of USF staff positions to equal opportunity purposes with other SUS institutions may be found in the Appendix (D).

ACADEMIC AFFAIRS (two special assistants -- one for women's affairs only and one for equal opportunity matters not involving sex discrimination.)

ADMINISTRATIVE AFFAIRS (one special assistant)

STUDENT AFFAIRS (one special assistant)

The general responsibilities of the Special Assistants are:

1. Monitoring the effectiveness of the Equal Opportunity Program and, through the appropriate Vice President and Equal Opportunity Coordinator, keeping the President and University Community informed of progress made and special problems encountered.
2. Compiling and commenting on pertinent equal opportunity data.
3. Assisting University officials in the resolution of specific equal opportunity complaints, as indicated below.

4. Assisting in the development of University policy and procedures for implementation of the USF equal opportunity commitment.

Processing Complaints. Individual equal opportunity complaints are referred to the appropriate Special Assistants in the respective administrative areas. A reporting form for monthly summaries of complaints and inquiries handled by them is reprinted in the Appendix (A). (A "complaint" is a formal charge about a specific USF employee, activity, policy, etc., alleging unlawful discriminatory treatment. An "inquiry," on the other hand, is a question about or an informal expression of concern regarding some aspect of University life which the inquirer thinks may involve unlawful or improper discrimination.) Each Special Assistant works with the complaining party to resolve the complaint or answer the inquiry. Where resolution of a complaint is not achieved, the matter may be referred, at the discretion of the Vice President, to the Equal Opportunity Committee, which will handle the matter according to the procedures it has developed, which are outlined in the Appendix (B). Thereafter, if necessary, the matter may be referred to the President for final administrative decision.

Summary data on equal opportunity inquiries and complaints for the period of 1973 during which such information was compiled indicate that over one hundred complaints were handled by the Equal Opportunity Special Assistants, most of which were resolved (the unresolved cases are still pending). Thus far, no complaint has had to be referred to the Equal Opportunity Committee for resolution or appealed directly to the President.

The intent of the procedure for processing complaints is to ensure that complaints are treated fairly and, at the same time, to keep responsibility for resolution of equal opportunity complaints in administrative channels, where it properly lies.

For that reason, when resolution is not achieved at the Vice Presidential level, the complainant's only "right of appeal" is an administrative one -- to the President. Thus, the Vice President decides whether or not to refer a complaint to the Committee. If a complaint comes directly to the President from the Vice President's office, the President may refer the complaint to the Committee for a recommendation.

This approach is consistent with the basic assumption upon which the USF Equal Opportunity Program is built: USF administrative officials are as responsible for implementation of equal opportunity policy and affirmative action as they are for other administrative matters; the Special Assistants and the Committee function to assist them in carrying out that responsibility, rather than to assume that responsibility for them.

Accordingly, the Equal Opportunity Committee does not entertain or hear complaints in the first instance. The Committee is a mediation body, available when called upon, to assist in the resolution of complaints.

In passing, it should also be noted that the Special Assistants routinely inform inquiring or complaining employees and students of their right to utilize the appropriate State and federal agencies and courts if they are not satisfied with the handling of their concerns here. Thus far, several USF employees have taken their cases "outside" the University Community.

Equal Opportunity Coordinator. An Equal Opportunity Coordinator has been appointed and reports directly to the President of the University. General responsibilities of the Equal Opportunity Coordinator are:

1. Coordination of the USF Equal Opportunity Program, on campus and with State and federal agencies.
2. Assisting in the composition and revision of the language of the Affirmative Action Plan.
3. Communication of the USF Equal Opportunity Program to the University and surrounding communities.

4. Consultation with the Equal Opportunity Committee and the Equal Opportunity Special Assistants.
5. Compilation of and commenting on pertinent equal opportunity data.

Minorities and Women on Personnel Services Staff. The Personnel Services Office (as well as the Equal Opportunity Staff noted above) consists of minorities and women as well as non-minorities and men (the detailed breakdown is included in materials submitted with the Program). The Assistant Director of Personnel, for example is a black male and a coordinator of career service recruitment is a black female. Moreover, minorities and women play prominent parts in the recruiting process at USF -- particularly, in recruitment of Career Service personnel throughout the University. The Special Assistants (above) are also available to assist in the recruitment of minority and female personnel.

- A Plan for Affirmative Action. See Section IV.

AGE DISCRIMINATION

Federal law prohibits employment discrimination on the basis of age for persons 40 to 65 years old (Federal Age Discrimination in Employment Act of 1967). Moreover, State law prohibits employment discrimination "regardless of age" unless "age restrictions have been specifically established through published specifications for a position . . ." (§112.043, Florida Statutes). The University adheres to these laws.

## III. THE NEED FOR AFFIRMATIVE ACTION: (Identification of Problem Areas)

● EQUAL OPPORTUNITY PER SE MAY NOT BE SUFFICIENT. The concept of "affirmative action" in higher education is based on the assumption that non-discrimination in employment and educational opportunity (as required, for example, by the equal opportunity policy described in Section II) is not sufficient in and of itself where it has been shown that minorities are being underutilized, given their relative availability in the normal recruiting areas of the institution or its subunits.[1] To determine the extent of underutilization of minorities in employment of faculty and staff, enrollment of students and procurement of University vendors (some underutilization in some categories was assumed), comprehensive analyses of equal opportunity data are completed regularly. Key results are noted below for the spring of 1974.

● EMPLOYMENT: ANALYSIS OF THE WORK FORCE. At the time of this writing, the University of South Florida remains a leader in the State University System in the employment of minority faculty and staff members. Regardless of the present levels of minority employment, however, it seems clear that the number of minority persons in faculty and staff employment categories can and should be increased (and that current minority employees be retained). An examination of present utilization data[2] reveals the distribution of black, other minority and female employees in faculty and staff categories at USF.

[1] "Normal" refers to appropriate recruiting areas for persons to fill positions, not merely those areas which through past practices have become normal or traditional.

[2] The analyses reported here are based upon data available, for the most part, in the "Equal Opportunity Utility Run" of March 28, 1974. It should be emphasized that equal opportunity data -- as all personnel data -- change daily and, therefore, that the numbers and percentages reported herein are more suggestive than literally accurate for a given day. Moreover, because of definitional problems and, occasionally, human error, inconsistencies from one set of data to another may be noted.

Faculty Employment. Summary data for faculty and the major administrative units of the University are included below. The figures indicate the distribution of all filled FTE faculty positions (9 months and 12 months for all colleges with the exception of medicine and nursing which are all 12 months; non-college units and Grants also include both 9-months and 12-months faculty) in the three major subdivisions of the University. ("FTE" refers to "full-time equivalent" and is a budgetary concept indicating here the proportion of a position occupied by a given individual. For example, a 1.0 FTE faculty position refers to one full-time faculty member; a .50 FTE faculty position refers to a faculty member employed half-time in that position.)

NUMBER AND PERCENTAGE OF

MINORITIES IN FILLED FTE FACULTY POSITIONS

March 28, 1974

| COLLEGES | BLACK | | OTHER MINORITIES | | FEMALE | |
|---|---|---|---|---|---|---|
| | No. | % | No. | % | No. | % |
| Business Administration (92.96) | .71 | .8 | 0. | 0. | 8.1 | 8.7 |
| Education (173.3) | 5. | 2.9 | 4.5 | 2.6 | 41.1 | 23.7 |
| Engineering (52.6) | 1.7 | 3.2 | 5. | 9.5 | 1. | 1.9 |
| Fine Arts* (74.2) | 2.3 | 3.1 | 2.98 | 2.7 | 17.6 | 23.7 |
| Language-Literature* (137.7) | 3. | 2.2 | 6.5 | 4.7 | 23.6 | 17.1 |
| Medicine (58.4) | 0. | 0. | .17 | .3 | 3.25 | 5.5 |
| Natural Sciences* (133.9) | 1. | .75 | 13.1 | 9.8 | 7.1 | 5.3 |
| Nursing (11) | 1. | 9.1 | 0. | 0. | 11. | 100. |
| Social and Behavioral Sciences* (154.2) | 4. | 2.6 | 6. | 3.9 | 26.7 | 17.3 |

| | BLACK | | OTHER MINORITIES | | FEMA |
|---|---|---|---|---|---|
| | No. | % | No. | % | No. |
| NON-COLLEGE UNITS (57.2) | 3.5 | 6.1 | 1.7 | 2.9 | 19.4 |
| GRANTS (39) | 3. | 7.7 | 2. | 5.1 | 12.1 |
| TOTAL FACULTY (984.26) | 25.2 | 2.6 | 40.9 | 4.2 | 169.3 |
| TOTAL FACULTY (945.26) (Non-Grant) | 22.23 | 2.4 | 38.9 | 4.1 | 157.23 |

()=Total filled FTE faculty positions

* =See departmental breakdown in the Appendix (J)

The distribution of total USF faculty by sex within ranks is as follo

9-Month

| | Male | Female |
|---|---|---|
| Total FTE | 640.84 | 130.35 |
| Rank | | |
| Professor | .22 | .03 |
| Associate Professor | .30 | .18 |
| Assistant Professor | .37 | .37 |
| Instructor | .05 | .18 |
| Counselor/Adviser | -- | .03 |
| Lecturer | .05 | .15 |
| Miscellaneous | -- | .05 |
| | .99 | .99 |

12-Month

| | Male | Female |
|---|---|---|
| Total FTE | 174.37 | 39.00 |
| Rank | | |
| Professor | .35 | .06 |
| Associate Professor | .20 | .16 |
| Assistant Professor | .20 | .15 |
| Instructor | .05 | .09 |
| Other Faculty Rank | .01 | -- |
| Counselor/Adviser | .01 | .10 |
| Lecturer | .10 | .12 |
| Miscellaneous | .08 | .31 |
| | 1.00 | .99 |

Total=984.56 (including grants)

A survey of current availability data for faculty suggests that some of the figures listed above are lower than they should reasonably be expected to be, given the relative availability of persons in the categories. (It is assumed that minority persons are "available" to an employer in the approximate percentage they represent of all employable persons with the requisite qualifications in the normal recruiting area of the employer.)

NOTE: These data are also displayed in the Appendix (K) in a special format requested by HEW.

Faculty Availability Data. At the present time, no comprehensive and documented compilation of faculty availability data exists. Most of the extant relevant documents are either incomplete or unsubstantiated. For example, HEW's summary of faculty availability data, Availability Data, Minorities and Women (June, 1973), is helpful as far as it goes--but it doesn't go far enough. Of the available "approved" plans, none goes far enough in dealing with the problem of availability data: only general statistics are utilized and no documented efforts are apparent to relate overall availability percentages to specific disciplines. In the final analysis, therefore, one is forced to the conclusion that the problem of generating reliable faculty availability data is one yet to be solved.

Nevertheless, some guidelines or touchstones are available on availability, the most recent of which were included in a technical note attached to the final report of the Carnegie Commission on Higher Education. The author of the note, "Prospects for Minority-Group and Female Participation in Higher Education Faculties, 1970-2000," which was summarized in the October 9, 1973 issue of The Chronicle of Higher Education, estimates that by 1980 the percentages of minority persons and women on college and university faculties

will be, respectively, 7.4 and 28.1, up from 1970 figures of 5.3 and 22.5.

Other touchstone data include studies conducted by Kent G. Mommsen ("Black Ph.D.'s in the Market Place," JHE 45 (April, 1974), 253-267), the Ford Foundation (Fred E. Crossland, Graduate Education and Black Americans (1968) and James W. Bryant, A Survey of Black American Doctorates (1970)) and statistics published in the April 12 and November 11, 1971 issues of The Chronicle of Higher Education, which suggest that the number of black Ph.D.'s in America is less than 3,500, that the proportion of doctoral degrees awarded to minority persons is about 3-4% and that the minority composition of graduate enrollment is between 5 and 7%. Earned Degrees Conferred data, compiled by HEW, indicate that women earn about 15% of the doctorates awarded annually, although as noted above they now represent over 20% of the college and university faculties in the U.S.

In light of these data and detailed analyses done at USF last year of current and projected availability (see Appendix L of 1973 USF Equal Opportunity Program), therefore, the following faculty availability parameters were established:

GROSS ESTIMATES OF MINORITY

FACULTY AVAILABILITY 1974-1979

| | Black % (B) | Other Minorities % (OM) | Female % (F) |
|---|---|---|---|
| Total Faculty | 4.3 | 3.3 | 25 |
| | 7.6% | | |
| College of: | | | |
| Business Administration | 3 | 2 | 7 |
| Education | 4 | 2 | 31 |
| Engineering | 3 | 6 | 3.5 |
| Fine Arts | 5 | 2 | 28 |

| | Black (B) | Other Minorities (OM) | Female (F) |
|---|---|---|---|
| Language/Literature | 4 | 3 | 29 |
| Medicine | 3.5 | 3.5 | 5.5 |
| Nursing | 6 | 6 | --* |
| Natural Sciences | 2.5 | 3 | 7 |
| Social & Behavioral Sciences | 5 | 4 | 17 |
| Total Non-College Faculty | 8.5 | 4 | 27 |

* Already almost 95% female.

The availability estimates included above were distributed to the deans and directors for their use in determining appropriate hiring goals for their units and they were given an opportunity to challenge the data provided them and to offer their own data, where they could be shown to be more adequate than the data furnished them. It must be emphasized, however, that these data lack precision. They only indicate the relative availability of persons in the categories listed and will undoubtedly change--probably increase--as more and more minority group persons enter the availability pools.

USF EFFORTS TO INCREASE
Minority Faculty Availability

Because of the relative scarcity of minority faculty, a note should be made about USF efforts to increase minority faculty availability. Such efforts include recruiting minority graduate students generally and encouraging minority graduate students to consider careers in higher education. See Section IV, C below and the Appendix (Z) for further discussion.

Staff Employment. Staff (Career Service and Administrative and Professional) employment data for the major subdivisions[1] of the University are included below. It will be noted that there are over 1280 FTE Career Service employees at USF, over one-quarter of whom are minority and almost two-thirds of whom are women. Of the 108 FTE A & P employee, about 7% are minority and almost one-third women. The following represents a detailed summary of the information for FTE A & P and Career Service employees by EEO[2] category:

NUMBER AND PERCENTAGE OF MINORITIES IN FILLED FTE STAFF POSITIONS

March, 28, 1974

| | BLACK | | OTHER MINORITY | | FEMALE | |
|---|---|---|---|---|---|---|
| | No. | % | No. | % | No. | % |
| ● UNIVERSITY SUMMARY (1389) | 268.8 | 19.4 | 58.3 | 4.2 | 859.8 | 62 |
| Career Service (1280.7) | 266 | 20.8 | 52.3 | 4.1 | 826 | 64.5 |
| 1. Mgrs/Adm (20) | 3 | 15 | 1 | 5 | 4 | 20 |
| 2. Professional (96.8) | 8 | 8.3 | 4 | 4.1 | 41.6 | 43 |
| 3. Technicians (111) | 5 | 4.5 | 5 | 4.5 | 38 | 34.2 |
| 4. Sales Workers (8.5) | 1 | 11.8 | 0 | 0 | 8.5 | 100 |
| 5. Clerical (655.85) | 49 | 7.5 | 26 | 4 | 605.9 | 92.4 |
| 6. Craftsman (100) | 8 | 8 | 8 | 8 | 2 | 2 |
| 7. Operative (14) | 4 | 28.6 | 1 | 7.14 | 0 | 0 |
| 8. Laborers (46) | 5 | 10.9 | 2.25 | 4.9 | 2 | 4.4 |
| 9. Service (228.5) | 181 | 79.2 | 5 | 2.2 | 124 | 54.3 |

( ) = Total filled FTE positions; does not include grants

[1]For purpose of this document, the various University units (budget entities) were grouped into one of three divisions: Central administration, academic affairs, and student affairs. Grant and certain other positions were excluded. See the Appendix (H) for a list of units in each division.

[2]The "Equal Employment Opportunity" categories are established by the Federal Government and are super-imposed upon the three State University System categories of employees: Faculty, Career Service and Administrative and Professional. Definitions for the nine EEO categories are included in the Appendix (G).

FTE STAFF EMPLOYMENT (continued)

| | BLACK | | OTHER MINORITY | | FEMALE | |
|---|---|---|---|---|---|---|
| | NO. | % | NO. | % | NO. | % |
| Administrative & Professional (108.3) | 2.75 | 2.5 | 5 | 4.6 | 33.8 | 31.2 |
| 1. Mgrs/Adm (45.65) | 1 | 2.2 | 2 | 4.4 | 4.75 | 10.4 |
| 2. Professional (62.45) | 1.75 | 2.8 | 3 | 4.8 | 29 | 46.4 |
| ● CENTRAL ADMINISTRATION (627.1) | 162 | 25.8 | 25.4 | 4.1 | 305.4 | 48.7 |
| Career Service (596.4) | 162 | 27 | 24.5 | 4 | 302.4 | 50 |
| 1. Mgrs/Adm (12) | 2 | 16 | 1 | 8 | 3 | 25 |
| 2. Professional (55) | 5 | 9 | 4 | 7 | 15 | 27 |
| 3. Technicians (30) | 1 | 3.3 | 0 | 0 | 11 | 36 |
| 4. Sales Workers (8.5) | 1 | 11 | 0 | 0 | 8.5 | 100 |
| 5. Clerical (198.4) | 14 | 7 | 5.5 | 2 | 176.9 | 89 |
| 6. Craftsman (88) | 8 | 9 | 8 | 9 | 2 | 2 |
| 7. Operative (11) | 4 | 36 | 1 | 9 | 0 | 0 |
| 8. Laborers (32.5) | 5 | 15 | 0 | 0 | 2 | 6 |
| 9. Service (161) | 122 | 75 | 5 | 3 | 84 | 52 |
| Administrative & Professional (30.65) | 0 | 0 | 1 | 3 | 3 | 9 |
| 1. Mgrs/Adm (20.65) | 0 | 0 | 1 | 4 | 1 | 4 |
| 2. Professional (10) | 0 | 0 | 0 | 0 | 2 | 20 |
| ● ACADEMIC AFFAIRS (504.25) | 27 | 5.4 | 25.5 | 5.1 | 395 | 78.3 |
| Career Service (458.75) | 27 | 6 | 21.5 | 5 | 372.5 | 81 |
| 1. Mgrs/Adm (5) | 0 | 0 | 0 | 0 | 0 | 0 |
| 2. Professional (16.8) | 1 | 5 | 0 | 0 | 7 | 41 |
| 3. Technicians (72) | 4 | 5 | 5 | 6 | 23 | 31 |

FTE STAFF EMPLOYMENT (continued)

| | BLACK | | OTHER MINORITY | | FEMALE | |
|---|---|---|---|---|---|---|
| | NO. | % | NO. | % | NO. | % |
| Career Service (continued) | | | | | | |
| 4. Sales Workers (0) | 0 | 0 | 0 | 0 | 0 | 0 |
| 5. Clerical & Kindred (352.5) | 21 | 5 | 16.5 | 5 | 340.5 | 96 |
| 6. Craftsman & Kindred (6) | 0 | 0 | 0 | 0 | 0 | 0 |
| 7. Operative & Transp. (0) | 0 | 0 | 0 | 0 | 0 | 0 |
| 8. Laborers (3) | 0 | 0 | 0 | 0 | 0 | 0 |
| 9. Service (3.5) | 1 | 28 | 0 | 0 | 2 | 57 |
| Administrative & Professional (45.5) | 0 | 0 | 4 | 9 | 22.5 | 50 |
| 1. Mgrs/Adm (11) | 0 | 0 | 1 | 9 | 2 | 18 |
| 2. Professional (34.5) | 0 | 0 | 3 | 9 | 20.5 | 59.4 |
| ● STUDENT AFFAIRS (257.5) | 79.8 | 31 | 6.25 | 2.4 | 159.4 | 62 |
| Career Service (225.6) | 77 | 34.1 | 6.25 | 2.8 | 151.1 | 67 |
| 1. Mgrs/Adm (3) | 1 | 33.3 | 0 | 0 | 1 | 33.3 |
| 2. Professional (25.1) | 2 | 8 | 0 | 0 | 19.6 | 78 |
| 3. Technicians (9) | 0 | 0 | 1 | 11 | 4 | 44.4 |
| 4. Sales (0) | 0 | 0 | 0 | 0 | 0 | 0 |
| 5. Clerical (105) | 14 | 13.3 | 4 | 4 | 88.5 | 84.2 |
| 6. Craftsman (6) | 0 | 0 | 0 | 0 | 0 | 0 |
| 7. Operative (3) | 0 | 0 | 0 | 0 | 0 | 0 |
| 8. Laborers (10.5) | 0 | 0 | 2.25 | 21.4 | 0 | 0 |
| 9. Service (64) | 59 | 92 | 0 | 0 | 38 | 59.3 |
| Administrative & Professional (32.2) | 2.75 | 9 | 0 | 0 | 8.25 | 26 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 1. Mgrs/Adm (14) | 1 | 7 | 0 | 0 | 1.75 | 12 |
| 2. Professional (18.2) | 1.75 | 9.6 | 0 | 0 | 6.5 | 36 |
| ● GRANTS (107.8) | 6 | 5.6 | 9.2 | 8.5 | 77.6 | 72 |
| Career Service (102.8) | 6 | 5.8 | 9.2 | 8.9 | 77.1 | 75 |
| 1. Mgrs/Adm (0) | 0 | 0 | 0 | 0 | 0 | 0 |
| 2. Professional (7) | 0 | 0 | 1 | 14 | 1 | 14 |
| 3. Technicians (30.8) | 1 | 3 | 4.7 | 15 | 13.1 | 42 |
| 4. Sales (0) | 0 | 0 | 0 | 0 | 0 | 0 |
| 5. Clerical (59) | 3 | 5 | 2.5 | 4 | 59 | 100 |
| 6. Craftsman (0) | 0 | 0 | 0 | 0 | 0 | 0 |
| 7. Operative (0) | 0 | 0 | 0 | 0 | 0 | 0 |
| 8. Laborers (0) | 0 | 0 | 0 | 0 | 0 | 0 |
| 9. Service (6) | 2 | 33 | 1 | 17 | 4 | 66 |
| Administrative & Professional (5) | 0 | 0 | 0 | 0 | .5 | 10 |
| 1. Mgrs/Adm (4) | 0 | 0 | 0 | 0 | .5 | 12 |
| 2. Professional (1) | 0 | 0 | 0 | 0 | 0 | 0 |

NOTE: These data are also displayed in the Appendix (K) in a format requested by HEW.

Staff (Career Service and A & P) Availability Data. Census data for the Tampa-St. Petersburg SMSA (Standard Metropolitan Statistical Area) provide the basis for determining availability parameters for staff (Career Service and A & P (Administrative and Professional)) personnel at USF. See the Appendix (E). It is assumed that most Career Service and A & P positions are filled with persons from this SMSA -- or ones similar to it in composition.

The following parameters for USF staff availability data, therefore, were established:

GROSS ESTIMATES OF MINORITY

STAFF AVAILABILITY 1974-75

| | BLACK % (B) | OTHER MINORITY % (OM) | FEMALE % (F) |
|---|---|---|---|
| Total Career Service | 11 | 7 | 40 |
| | | 18% | |
| E.E.O. Classification: | | | |
| 1. Mgrs/Adm | 2 | 6 | 19 |
| 2. Professional | 6 | 6 | 47 |
| 3. Technician | 2 | 6 | 12 |
| 4. Sales | 2 | 6 | 37 |
| 5. Clerical | 5 | 7 | 75 |
| 6. Craftsman | 8 | 7 | 5 |
| 7. Operative | 16 | 11 | 33 |
| 8. Laborers | 30 | 5 | 17 |
| 9. Service | 9 | 6 | 63 |
| Total A & P | 4 | 6 | 35 |
| E.E.O. Classification: | | | |
| 1. Mgrs/Adm | 2 | 6 | 19 |
| 2. Professional | 6 | 6 | 47 |

To provide perspective, reference to table I of the HEW Affirmative Action Program (January 1973-June 1974) is made, where are recorded these overall data (as of July, 1972):

| | Black | Span. Surnamed | Amer. Indian | Asian | Other | Total Minority |
|---|---|---|---|---|---|---|
| National Minority Average in Workforce | 9.9% | 3.9% | Less than 1% | Less than 1% | Less than 1% | 17.5% |

It will be noted that these data reflect the same employment distribution for minorities as the local SMSA data.

Faculty Salary Inequities. During 1[illegible]-73, the USF Committee on the Status of Women sought to identify and to eliminate salary inequities resulting from sex discrimination. Where such inequities were documented, the University responded appropriately. Salary equalization adjustments for 93 full-time faculty women and for 113 faculty men were made in the spring of 1972. The total amount of adjustments for women was $145,655 and that for men was $104,202. Near-parity of salary averages was achieved in three ranks: Associate Professor, Assistant Professor, and Instructor. The pattern of merit raises was generally higher for men than for women in 1972-73, however (from $141.73 to $373.81, by college averages). Similar figures for 1973-74 are discussed below.[1]

The 1973-74 equal opportunity utilization reports, for 9-months and 12-months faculty, include following comparative salary figures:

[1]Another salary comparison study is being planned at the time of this writing to ensure that gains previously made are not lost. Results will be reported when the study is completed.

**USF Faculty**
**by**
**Position & HEW Code**
**9-Month**

| Cauc.Fem. FTE/Avg.Sal. | Cauc. Male FTE/Avg.Sal. | Total Cauc. FTE/Avg.Sal. | Black Fem. FTE/Avg.Sal. | Black Male FTE/Avg.Sal. | Total Black FTE/Avg.Sal. | O.M. Female FTE/Avg.Sal. | O.M. Male FTE/Avg.Sal. | Total O.M. FTE/Avg.Sal. |
|---|---|---|---|---|---|---|---|---|
| 120.99/12978 | 593.73/15747 | 714.72/15238 | 3.32/13018 | 15.41/13644 | 18.73/13540 | 1.34/14909 | 7.0/18372 | 8.34/17602 |

| Span. Fem. FTE/Avg.Sal. | Span. Male FTE/Avg.Sal. | Total Span. FTE/Avg.Sal. | *Am. I. Male FTE/Avg.Sal. | Total Am. I. FTE/Avg.Sal. | Orie. Female FTE/Avg.Sal. | Orie. Male FTE/Avg.Sal. | Total Orie. FTE/Avg.Sal. | Total USF FTE/Avg.Sal. |
|---|---|---|---|---|---|---|---|---|
| 2.70/ 9555 | 15.74/16062 | 18.44/15086 | 0.61/15200 | 0.61/15200 | 2.00/14500 | 8.35/19804 | 10.35/18988 | 771.19/15269 |

**12-Month**

| Cauc. Fem. FTE/Avg.Sal. | Cauc. Male FTE/Avg.Sal. | Total Cauc. FTE/Avg.Sal. | Black Fem. FTE/Avg.Sal. | Black Male FTE/Avg.Sal. | Total Black FTE/Avg.Sal. | O.M. Female FTE/Avg.Sal. | O.M. Male FTE/Avg.Sal. | Total O.M. FTE/Avg.Sal. |
|---|---|---|---|---|---|---|---|---|
| 35.75/16098 | 167.95/25322 | 203.70/23754 | 3.25/10775 | 3.25/12268 | 6.5/11522 | -- -- | -- -- | -- -- |

| Span. Fem. FTE/Avg.Sal. | Span. Male FTE/Avg.Sal. | Total Span. FTE/Avg.Sal. | Am. I. Fem. FTE/Avg.Sal. | Am. I. Male FTE/Avg.Sal. | Total Am. I. FTE/Avg.Sal. | **Orie. Male FTE/Avg.Sal. | Total Orie. FTE/Avg.Sal. | Total USF FTE/Avg.Sal. |
|---|---|---|---|---|---|---|---|---|
| -- -- | 2.17/27015 | 2.17/27015 | -- -- | -- -- | -- -- | 1.00/13750 | 1.00/13750 | 213.37/18936 |

*No Am. I. Females
**No Oriental Females

994.57 total

Comparisons can be made between male and female employees on faculty budget positions in the following classifications (only classifications are included wherein there are both male and female):

Nine-months Salary Averages: Faculty Lines---Variances by Sex

| Classification | Male FTE | Male Salary | Female FTE | Female Salary | Variances Av. Female Salary More | Variances Av. Female Salary Less |
|---|---|---|---|---|---|---|
| Professor | 123.3 | 20,910 | 4.65 | 18,097 | - | 2813 |
| Associate Professor | 183.0 | 16,383 | 22.73 | 16,226 | - | 157 |
| Assoc. Prof. Other Faculty Administrator | 2.0 | 16,899 | 1.0 | 15,152 | - | 1747 |
| Assistant Professor | 227.55 | 13,391 | 46.0 | 13,165 | - | 226 |
| Visiting Asst. Prof. | 2.64 | 14,438 | 1.0 | 12,000 | - | 2438 |
| Interim Asst. Prof. | 5.35 | 17,228 | 1.5 | 11,950 | - | 5278 |
| Instructor | 24.78 | 11,156 | 17.68 | 10,757 | - | 399 |
| Interim Instructor | 10.39 | 12,324 | 6.36 | 13,897 | 1573 | - |
| Lecturer | 20.95 | 14,186 | 9.53 | 12,007 | - | 2179 |
| Counselor/Advisor | .77 | 14,562 | 4.29 | 11,197 | - | 3365 |
| Teaching Associate | .44 | 12,273 | 3.0 | 9,667 | - | 2606 |
| Visiting Lecturer | 3.83 | 10,450 | 3.9 | 11,310 | 860 | - |
| Interim Lecturer | 4.98 | 13,305 | 4.17 | 11,275 | - | 2030 |
| Lecturer/Other Fac. Adm. | 1.0 | 15,800 | 2.0 | 11,881 | - | 3919 |
| Research Associate | 1.48 | 12,506 | 2.87 | 9,041 | - | 3465 |
| | 612.46 | | 130.68 | | E.O. Data 3/28/74 | |
| | +28.38 | | | | | |
| | 640.84 | | | | | |

These classifications are the chief hiring areas: nine months contracts for professor, associate professor, assistant professor, instructor, research associate. In none of them including the tenure-earning ranks, does the average salary of women employees exceed that of men. In two temporary classes--interim instructor and visiting lecturer--10.26 F.T.E. women exceed the average salary for 14.22 men.

These statistics must be viewed, however, in light of the fact that the lowest numerical variations occur in the classification in which are found the largest numbers of faculty:

Associate Professor.....$ 157

Assistant Professor..... 226

Instructor..... 399

Nevertheless, it is undeniable that the salary averages for men are higher than for women.

Distribution by F.T.E. and ranks shows a similar trend. The largest portion of the women are in the lower-paid ranks. Fifty-two percent of the F.T.E. total for nine-minths faculty men are in the upper academic ranks: professor and associate professor. The pattern for these two ranks is:

23% of all men in nine-month appointment earn a salary-average of $20,910.

29% of all men in nine-month appointment earn a salary-average of $18,097.

3.5% of all women in nine-month appointment earn an average of $18,097.

18% of all women in nine-month appointment earn an average of $16,226.

This analysis, of course, does not recognize differences in training, experience discipline differences or comparable responsibility in the same rank. Moreover, it ignores the notion of "counterpart" for comparison purposes, which provided the framework for the precedent-setting salary adjustments made in the spring of 1972. The data above -- and that in the following pages -- are provided here, nonetheless, because the data are in fact "real," at least, statistically speaking.

## USF Faculty Salary Averages: Sex and Ethnic Group*

| Ethnic Group | 9-Months Male | | 9-Months Female | |
|---|---|---|---|---|
| | FTE (%) | Average Salary | FTE (%) | Average Salary |
| Black | 15.41 (2.4) | 13,644 | 3.32 (2.5) | 13,018 |
| Spanish Surname | 15.74 (2.5) | 16,062 | 2.70 (2.1) | 9,555 |
| Other Minority | 7.0 (1.1) | 18,372 | 1.34 (1.03) | 14,909 |
| American Indian | .61 (.1) | 15,200 | - | - |
| Oriental | 8.35 (1.3) | 19,804 | 2.0 (1.5) | 14,500 |
| Caucasian | 593.73 (92.6) | 15,747 | 120.99 (92.8) | 12,978 |
| Total | 640.84 (83.1 | 15,785 | 130.35 (11.9) | 12,951 |

*H.O. Computer Run of 3/28/74; based on data of statistics compiled by Jane Howland and Maxine MacKay.

During the coming year, another examination of salaries at USF is anticipated in order to determine whether or not any of these salary differences are not justifiable on the basis of experience, training differences between disciplines, comparability of responsibility and the like.

The nine-months salary averages show that the average salary:

A. Sex*

For all faculty women is $2,834 less than for all faculty men.

For black women is $626 less than for black men.

For Spanish-surname women is $6507 less than for Spanish-surname men.

For other minority women is $3,463 less than for other minority men.

For Oriental women is $5,304 less than for Oriental men.

For Caucasian women is $2,769 less than for Caucasian men.

B. Ethnic Group*

For all black minority men is $2,103 less than for all Caucasian men.

The average is higher for Spanish-surnamed minority men; for other minority men; for oriental minority men than for Caucasian men. It is lower by $547 for the .61 F.T.E. American Indian.

In these comparisons, the greatest lack of salary parity is reflected in averages for all women. They average $666 lower than black minority men in comparisons with the average salary for Caucasian men.

The relative lack of parity can be seen by grouping the averages in descending salary order:

| Sex and Ethnic Group* | Salary Average |
|---|---|
| Oriental men . . . . . | $ 19,804 |
| Other minority men . . . . | 18,372 |
| Spanish-surnamed men . . . | 16,061 |
| Caucasian men . . . . . | 15,247 |
| American Indian men . . . | 15,200 |
| Other minority women . . . | 14,909 |
| Oriental women . . . . . | 14,500 |
| Black men . . . . . | 13,644 |
| Black women . . . . . | 12,978 |
| Caucasian women . . . . . | 12,978 |
| Spanish-surnamed women . . | 9,555 |

*The caveat noted previously is reemphasized here.

The twelve-months salary averages are as follows (only clarifications are included wherein there are both male and female):

Twelve-months Salary Averages: Faculty Lines---Variances by Sex

| Classification | Male FTE | Male Salary | Female FTE | Female Salary | Variances Av. Female Salary More | Variances Av. Female Salary Less |
|---|---|---|---|---|---|---|
| Adjunct Professor | 0.25 | 26,200 | .25 | 25,020 | - | 1180 |
| Professor Dean | 7.0 | 33,986 | 1.0 | 31,650 | - | 2336 |
| Professor Director | 3.0 | 24,667 | 1.0 | 27,100 | 2433 | - |
| Associate Professor | 14.25 | 24,092 | 4.25 | 21,958 | - | 2135 |
| Associate Professor Other Fac. Admin. | 1.0 | 19,900 | 1.0 | 22,300 | 2400 | - |
| Associate Professor Director | 4.0 | 22,258 | 1.0 | 25,218 | 2960 | |
| Assistant Professor | 27.25 | 21,528 | 5.0 | 16,000 | - | 5528 |
| Visiting Assistant Professor | 2.64 | 14,438 | 1.0 | 12,000 | - | 2438 |
| Interim Assistant Professor | 5.35 | 17,228 | 1.5 | 11,950 | - | 5278 |
| Instructor | 6.5 | 16,197 | 3.75 | 13,540 | - | 2657 |
| Lecturer | 11.75 | 15,914 | 2.75 | 13,778 | - | 2136 |
| Counselor/Advisor | 2.0 | 13,537 | 4.0 | 10,275 | - | 3262 |
| Teaching Associate | 1.0 | 12,030 | 1.0 | 10,000 | - | 2030 |
| Research Associate | 7.75 | 11,892 | 7.0 | 10,472 | - | 1420 |
| Lecturer Other Fac. Admin. | 2.0 | 18,050 | 2.0 | 13,350 | - | 4700 |
| Assistant Administrator | 3.0 | 15,633 | 1.0 | 9,400 | - | 6233 |
| Assistant Director | 1.0 | 21,500 | 1.0 | 17,500 | - | 4000 |
| Total F.T.E. | 99.4<br>+74.63<br>174.37 | | 38.5 | E.O. Data 3/28/74 | | T=138.24 |

The chart of salary averages, twelve-month, will show that:

(1) Relatively few women are employed in the administrative and higher-pay categories.

(2) When they are so employed their salaries are distinctly less in amount than those of men in the same classification.

Staff Salary Inequities. A comprehensive analysis of staff salary differences has not been completed. Preliminary indications are that some disparities between male and female salaries in some EEO code categories may exist but the "gap" for many women at USF has been significantly narrowed during the past three years. Disparities may still exist, however, especially in the upper ranges and continued alertness and analysis are required. Use of the proposed EEO-6 form will make any such disparities more obvious in the future and provide a more accurate basis for comparison. In addition, it is expected that a detailed staff salary study will be completed in the coming year.

The Committee on the Status of Women and the Special Assistants are continuing to be alert to the possibilities of salary inequities traceable to sex discrimination -- as well as discrimination based on race, color, creed, national origin or religion -- and are charged with the responsibility of bringing them to the attention of the appropriate Vice President for action, where necessary.

The Appendix (I) includes other faculty salary data. Although the salary and the above data themselves do reveal differences per se, they do not prove that the differences revealed therein can, at this point, be traced directly to sex or race discrimination. They and other available data do make clear, however, as noted above that in most categories. women, blacks of both sexes and some minorities of both sexes average less salary compensation than whites. The University is committed to equal

treatment regarding salary for all employees and that commitment is hereby reaffirmed. If, where individual salary differences are identified, inequities are documented to be the result of unlawful discrimination rather than such factors as training and experience, the appropriate University officials will take the steps required to correct the situation.

Problem Areas (By Unit) Revealed By Data Above. The data summarized above indicates that the University has a number of "problem areas" to which special attention must be given in the coming years to ensure that the appropriate numbers of black, other minority and female employees are hired in the faculty, A & P and Career Service categories. The areas deserving special attention are listed below with brief commentary. In reviewing them, it should be remembered that the data described vary from month-to-month and categories (e.g., minority A & P in Central Administration) without minority personnel at the time of the writing may well include such personnel at the time of this document's printing (of course, the converse is true as well).

## CENTRAL ADMINISTRATION

Minorities and women are being underutilized in some faculty, A & P and Career Service categories in the central administration of the University:

### Faculty Positions

There are no blacks, other minorities, or females represented in the 3.35 FTE's in the faculty category. Availability data indicates that blacks, other minorities, and females in the faculty category are present in the national labor force as follows: 4.3%, 3.3%, and 25%, respectively.

### Administrative & Professional Positions

There are no blacks[1] in this category despite availability of 4%. Only three percent are other minorities despite availability of 6%. Only 9% are female despite availability of 35%.

1. Mgrs/Adm - Despite 2% availability, there are no blacks in this category. Four percent are other minorities, which is 2% lower than availability. Four percent are female, despite availability of 19%.
2. Professional - There are no blacks or other minorities in this category despite availability of 6%.

### Career Service Positions

Females represent 50% of the employees in this category; however, they are clustered in the sales, clerical and service (custodial) positions. Seventy-five percent of the blacks are clustered in the laborers and service (custodial only) positions. (But note: four percent of the blacks in the service positions are employed as police officers.) Other minorities are underrepresented by approximately 3%.

1. Mgrs/Adm - Blacks, other minorities and females exceed availability in this category.

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[1]At the time of printing, a new comptroller was hired at USF. He is a minority person.

2. Professional - Blacks and other minorities slightly exceed availability, while females are underrepresented by approximately 20%.
3. Technician - Blacks and females exceed availability in this category. Other minorities are not represented despite availability of 6%.
4. Sales - Blacks and females exceed availability, while other minorities are not represented despite 6% availability. There are no males represented in this category.
5. Clerical - Blacks and females exceed availability. Other minorities are underrepresented by approximately 5%.
6. Craftsman - Blacks and other minorities slightly exceed availability while females are underrepresented by approximately 3%.
7. Operative - Blacks and other minorities exceed availability while females are absent despite availability of 33%.
8. Laborers - Blacks represent 15% of the total although data indicate availability of 30%. Other minorities are not represented despite availability of 5%. Females are underrepresented by approximately 5%.
9. Service - Seventy-two percent of the Blacks in this category are custodial workers, while 3% are (male) police officers. According to availability data, other minorities and females are underrepresented in the service category by 3% and 11% respectively. Females represent only 3% of the police force although recent studies indicate that females can be effective in almost every area of law enforcement work.

## ACADEMIC AFFAIRS

The total USF faculty is about 83.4% male and about 93.5% Caucasion. Given the availability of women and minorities, those figures would be expected to be nearer 80% and 90%, respectively. To ensure that the distribution pattern continues to change in that direction in the next

few years, special attention must be focused on the colleges where minority and/or female faculty employment is particularly low: Business Administration; Language-Literature; Medicine and Nursing (where one might expect more males); Social and Behavioral Sciences and Natural Science. Moreover, it should be noted that the colleges of Education, Fine Arts, Language-Literature and Social and Behavioral Sciences have relatively large (near 50%) concentrations of women students and comparatively fewer women faculty members. Since fields which now attract women are logically the fields where larger availabilities of women will be in the future, special attention must be given to utilization figures therein during the next five years.

The chart above reveals that over 95% of the Professors on the USF faculty are Caucasian-male. In number, this group is about one-fifth of the entire full-time faculty. The remaining 5% of professorships are distributed among minorities and women. The Caucasian-male Associate Professors constitute about one-fourth of the faculty, in number, and the Assistant Professors are slightly more than one-fourth.

Ninety percent of all Caucasian-male full time faculty are in tenure-earning ranks; fifty-six percent of all women are in tenure-earning ranks and about forty-seven percent of all black minorities.

The lower the academic rank, the higher the percentage appears for women (Caucasian and minority) and the same is true for black minority men. On the other hand, the percentage rises perceptibly for Caucasian men as the rank increases.

These data suggest that relatively few women and minorities are initially hired in the first three academic ranks and that their progress toward tenure and promotion has been at a slower pace than that of Caucasian men faculty - in many cases because they have been at USF for a briefer period.

Progress is being made, however. Just recently 11 more women and a number of minority faculty achieved tenure at USF.

Among 12-months faculty, whose duties are primarily administrative (See the Appendix (I), a similar pattern appears: few women and minorities are found in the "upper" level positions (dean, directors, chairperson) and too many women are clustered in the "lower" level positions.

It is also apparent that minorities and women are being underutilized in some A & P and Career Service ranks in Academic Affairs:

Administrative & Professional Positions

1. The females are clustered in a traditionally female category -- librarian. There are 11 Managers and Administrators, only two of whom are female.

2. There are no black persons in these positions despite an availability figures of 4.1% in the A & P category in the local labor force.

3. Other minorities are over represented in the Professional and Managers and Administrators categories and absent from the Managers and Administrators category.

Career Service Positions

1. There is nonutilization of females in the Managers and Administrators category despite 19 representation in the labor force.

   Ninety-six percent of all employees in Clerical positions are females.

   Females are absent from the Craftsmen and Operatives categories despite a representation of 5.3% and 32.6%, respectively, in the local labor force.

2. Black persons represent 6% of all employees in Career Service positions despite an 11.2% representation in the local labor force.

   Black persons are absent in the Managers and Administrators category despite a 2.0% representation in the local labor force. They are also not

utilized in the Craftsmen positions despite a 7.5% representation in the local labor force. They are utilized in the remaining 7 categories in approximate proportion to their availability in the local labor market; however, the majority of them are in entry level positions.

3. Other minorities represent only 5% of the total Career Service positions even though they represent 6.9% of the local labor force. They are also absent from 7 of the 9 categories despite an average availability figure of 6.9%.

## STUDENT AFFAIRS

Minorities and women are also being underutilized in some categories of Faculty, A & P and Career Service employees in Student Affairs -- and overutilized in others:

There are 289.63 FTE employees in the Student Affairs area -- 31.88 faculty, 32.15 A & P and 225.6 Career Service. Of this total, 171.48 are female and 90 are minority.

Of 31.88 total FTE faculty in the Student Affairs area, 12.13 are female and 3 are minority.

In the A & P category, there are 32.15 FTE positions -- 8.25 female and 2.75 minorities.

In the faculty area both minority and female employees appear fairly representative of the available personnel in this area as indicated by the availability data; however, minorities other than blacks are slightly underutilized.

In the A & P category blacks and women appear to be fairly represented; however, we appear to be underutilizing minorities other than blacks.

In the Career Service category in the Student Affairs area, women and minorities other than blacks appear to be representative of their availability in the population (although not even distributed across all EEO codes); other minorities are being underutilized.

Further evaluation of this category indicates that minorities are over-represented in the Services category; more than double the number availability figures would indicate in the population. Minorities appear to be underutilized in the Technician, Laborers and Craftsman categories. Women appear underutilized in the Laborers area. Minorities other than blacks appear to be underutilized in all categories other than Technician and Laborers.

Progress Since Last Year. Despite the continued underutilization of women and minorities in some employment categories noted above, some progress has been made at USF during the past year and underutilization in several categories has been significantly lessened - or eliminated. Consider that the following categories have registered increases during the past year:

- Faculty

  Business Adm. (B,F)
  Education (OM)
  Engineering (B,OM)
  Fine Arts (OM,F)
  Lang.-Lit. (OM,F)
  Med. (OM,F)
  Nursing (B)
  Nat.Scs. (OM)
  Non-college (OM,F)

- A & P

  Central Adm. (F)
  Acad. Affairs (OM,F)
  Stud. Affairs (B)

- Career Service

  Central Adm. (OM,F)
  Acad. Affairs (B,OM,F)
  Stud. Affairs (B,OM)

As a result of these gains, the University now has the appropriate distribution of females and minorities in several important categories. It should be noted, however, that no University colleges or major divisions

have the appropriate distribution in all three categories:

- Faculty

  Bus. Adm. (F)
  Education (OM)
  Engineering (B,OM)
  Fine Arts (OM)
  Lang.-Lit. (OM)
  Nursing (B,F)
  Nat.Scs. (OM)
  Soc.Scs. (F)
  Non-college (F)

- A & P

  Acad. Affairs (OM,F)
  Stud. Affairs (B)

- Career Service

  Central Adm. (B,F)
  Acad. Affairs (F)
  Stud. Affairs (OM,F)

Other Problem Areas. Identifiable problem areas, related to utilization data, include the following:

## APPLICANT FLOW

During the past two years, an improved applicant flow data system has been implemented. Monthly reports are now routinely submitted to appropriate University officials (an example may be found in the Appendix (L)). The system is now operational but being improved, and comprehensive and detailed analyses of applicant flow data are now being made available (such analyses are expected in the coming year). It is apparent from available applicant flow data from the past year that too few minority persons now apply for certain USF positions, and too few minority applicants actually secure University employment. The most recent example of summary applicant flow data, printed quarterly in Intercom is as follows:

QUARTERLY APPLICANT REPORT

JANUARY - MARCH, 1974

| | Number of Applicants | Number Hired | Number Promoted | Number Terminated |
|---|---|---|---|---|
| MALE | | | | |
| Black | 42 (12%) | 0 (0%) | 0 | 0 |
| White | 301 (85%) | 21 (7%) | 1 | 15 |
| Other | 9 ( 3%) | 0 | 0 | 0 |
| FEMALE | | | | |
| Black | 31 (12%) | 2 ( 3%) | 2 | 0 |
| White | 398 (80%) | 69 (17%) | 19 | 62 |
| Other | 37 ( 8%) | 3 ( 8%) | 0 | 0 |

These data reflect the nature of the University's applicant flow problem: while 12% of all applicants (January - March, 1974) were black male and female respectively, only 0% and 3% of such applicants were actually hired. It should be noted, however, that the general hire-to-application ratio at USF is low: 848 total applicants and only 95 (11%) total hires. Nevertheless, it is apparent that more than 2% of all hires must be black if the number and percent of such employees are to be changed significantly.

Data for the July, 1973 - April, 1974 period (see the Appendix (L)) reflect a similar but more positive story: 12.4% black applicants (5% other) and 5% black hires (5% other). The total applicant-to-hire ratio also increased slightly - to about 13.8%.

## TRANSFER AND PROMOTION PRACTICES

Problems in transfer and promotion practices appear to be minimal on the basis of available data. The University has a "promotion from within" policy to encourage and facilitate the upward mobility of minority staff persons. Nevertheless, it is still obvious that too many minority personnel are aggregated in the lower ranks of staff and faculty positions -- although the situation is changing for the better. Available data may be found in the Appendix (L),

indicating that minority persons received over 10% of all promotions last year; Females 86%.

## USE OF FACILITIES

No known problems exist in regard to the use of University facilities by faculty and staff. All facilities (including staff lounges, cafeterias, meeting and working spaces, etc.) have always been and are available to employees and others without regard to unlawful racial or sexual distinctions. However, vigilance must be maintained by all University officials to ensure that such equal access is assured.

## TESTING

Data in the Appendix (L) indicate that 54% of all black applicants tested pass the written examinations, while 84.3% of all others pass it. The reasons for the disparity appears to be cultural bias. See Section IV below and the Appendix (T).

## "SENIORITY" PRACTICES

No special problems in seniority practices at USF, other than those inherent in disparate distribution data, have thus far been identified. The only identifiable exceptions might be the facts that few minority persons are found at the upper faculty and staff levels-- a reflection more of the relative scarcity of minorities here during the past decade than of present unlawful discriminatory practices. Continued alertness to the potential for difficulties is required, however.

## TRAINING PROGRAMS

Training programs for USF employees are available on a non-discriminatory basis but are not as widely-known and widespread as they should be. As a result of a fall Equal Opportunity workshop now being planned, it is hoped that more and even better training programs will be developed--to sensitize

all USF employees and to make available more skill and personal development opportunities to minority employees. Current training programs are outlined in the Appendix (M).

## HOUSING, CHILD CARE AND TRANSPORTATION

While such employment-related matters as housing, child care facilities and transportation are not directly within the power and authority of the University to affect, they are recognized as problem areas and ways to deal with them have been discussed by various University officials with appropriate State officials. New employees are assisted with housing, upon request, but the University does not have a real estate office to serve its own employees. Nor does the University have its own transportation system. Nevertheless, University officials have sought to ensure that new employees are informed of existing transportation systems and how to locate appropriate housing in the area.

## TERMINATION

The University has only recently developed the mechanism to provide a method of systematically monitoring faculty and staff terminations. As the forms in the Appendix (L,N) indicate, terminations by race and sex for all USF positions are now available and are being utilized as a part of the internal monitoring and editing system. While the newly-available data have not yet been analyzed completely, it would appear that termination rates at USF appear unrelated to race or sex. While the reason for termination no doubt varies in each category and individual case, retention of black faculty members (where availability is small) and black service workers (where availability is great) is a problem that deserves special attention.

The data in the Appendix (L) indicate that of 351 employees terminated between June, 1973 and April, 1974, only 3 were black and only 1 was other minority -- about 1%.

Note also the Appendix (N) for faculty and A & P terminations.

● ENROLLMENT In Quarter I, 1972, enrollment (full-time and part time) of black students at USF totaled 583, an increase of 55% over the previous year; the enrollment of full-time black students totaled 409 -- an increase of 13.9% over the previous year. By Quarter 1, 1973, the total number of black students had climbed to 735 (almost 4% of the student body). Since 1967, the total number of black students at USF has increased from 225 to 735 -- more than four-fold increase.[1] The number of additional minority students has grown to almost 500, giving the University a total of about 1,200 minority students -- about 6% of the entire student body. (Note the chart in the Appendix (F)). Nevertheless, the University is committed to attracting more black, as well as other minority students, and believes that further increases can be achieved.

The approximate number of black graduates from USF is 266 almost all of whom have received their degrees since 1970; the majority since 1972.

Of the 266 total black graduates, 60 have masters, 5 AA's and one Ph.D. At least four bachelors degrees are in Engineering, one in Geology, twenty-two in Business (two MBA's also), four in Mass Communications, and seven in Political Science -- all non-traditional areas for blacks.

Pertinent enrollment data by college full-time students at USF include the following data for fall, 1973:

[1]It should be noted that some of the increase is probably a function of more precise counting methods.

| COLLEGES | TOT. NO. | BLACK | | SPAN. SUR. | | INDIAN | | ORIENTAL | | MALE | FEMALE |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | NO. | % | NO. | % | NO. | % | NO. | % | | |
| Business Admin. | 1586 | 53 | 3.3 | 22 | 1.4 | 2 | .1 | 4 | .3 | 1387 | 199 |
| Education | 2019 | 111 | 5.5 | 45 | 2.2 | 4 | .2 | 1 | - | 482 | 1537 |
| Engineering | 775 | 16 | 2.1 | 27 | 3.5 | 1 | .1 | 6 | 1.0 | 746 | 29 |
| Fine Arts | 487 | 8 | 1.6 | 7 | 1.4 | - | - | - | - | 217 | 270 |
| Lang./Lit. | 1107 | 21 | 1.9 | 22 | 2.0 | 1 | .1 | - | - | 622 | 485 |
| Nat. Sci. | 1421 | 29 | 1.7 | 34 | 2.0 | 2 | .1 | 4 | .2 | 1065 | 356 |
| Nursing | 46 | 1 | 2.2 | 1 | 2.2 | - | - | 1 | 2.2 | 3 | 43 |
| Soc. Sci. | 1646 | 76 | 4.6 | 30 | 1.8 | - | - | 1 | .1 | 953 | 693 |
| NON-COLLEGE | | | | | | | | | | | |
| Undeclared Majors | 3386 | 124 | 3.7 | 46 | 1.4 | 6 | .2 | 3 | .1 | 1723 | 1663 |
| UNCLASSIFIED | 195 | 9 | 4.6 | 4 | 2.1 | 1 | .5 | - | - | 105 | 90 |
| Graduate-Medicine | 84 | 2 | 2.4 | - | - | - | - | - | - | 71 | 13 |
| Graduate Students (FT) | 858 | 24 | 2.8 | 15 | 1.7 | 1 | .1 | 3 | .3 | 519 | 339 |
| Graduate Students (PT) | 1084 | 29 | 2.8 | 32 | 3.0 | 6 | .6 | 1 | .1 | 554 | 530 |
| Undergrad Students (PT) | 4798 | 232 | 4.8 | 94 | 2.0 | 13 | .3 | 8 | .2 | 2554 | 2244 |
| TOT. UNIV. ENROLLMENT | 19492 | 735 | 3.8 | 379 | 1.9 | 37 | .2 | 32 | .2 | 11001 | 8491 |

ST/APA/5-74

A number of factors effect the institution's ability to attract and keep more minority group students. Among them are:

1. The number and percent of black and other minority students graduating from high schools in the USF recruiting area.

2. The number and percent of black and other minority students transferring to USF from community colleges and other institutions which serve as "feeder institutions" for the University.

3. The number and percent of black and other minority students who meet the minimum qualifications for admission set by the Board of Regents, which standards the University must adhere to (with few exceptions) until they are changed (a matter now being actively considered by the Board of Regents' staff). These qualifications are recognized as a problem that must be faced and solved if significant numbers of minority students are to be available for admission to USF.

4. The existence of special programs at USF to meet the special needs of and to attract minority group students, e.g., adequate financial aid opportunities, "Upward Bound" and other programs.

5. The identification and elimination of barriers (real or imagined) at the University.

Enrollment increases in any category would appear to be a function of such factors and the following data, most of which are available for black students only (see the Appendix (F)):

The most recent available data indicate that in the 12-county USF Service Area:

1. Of approximately 90,000 black persons ages 25 or older, about 14,000 or 15% have completed high school. Of about 38,000 persons with Spanish-surnames, approximately 10,000 or 27% have completed high school.

Between 1500 and 1800 black students will be graduating annually from

the twelve-county area during the next few years -- or approximately 10% of the high school graduates.

2. In the fall of 1972, 19,055 black students were enrolled in State colleges and universities, over half of whom (11,503) were enrolled in State community colleges. Approximately 1749 black students attend community college in the USF Service Area -- about 15% of the total.

3. The most recent data available indicates that only about 6% of the black high school students taking the Florida Twelfth Grade Placement Test equal or exceed the 300 score required for admission to a State university.

4. A number of special programs are in operation to deal with the special needs of minority students. About 18% of USF students receiving some form of financial aid are black (representing almost one-fourth of all financial aid awarded); 5% are other minority. The Personal Resource Center also provides a number of special services for minority students; they and other programs are noted in Section IV.

As reflected in our fiscal, 1973 Annual Operations Report to HEW covering the National Direct Student Loan, the College Work-Study Program and the Educational Opportunity Grant, the following awards were made. All numbers are unduplicated.

| | Students | % | Dollars | % |
|---|---|---|---|---|
| Number Black | 258 | 18 | $ 229,706 | 23 |
| Number American Indian | 4 | 0.3 | 4,153 | 0.3 |
| Number Oriental American | 4 | 0.3 | 2,714 | 0.1 |
| Number Spanish Surnames | 59 | 0.4 | 41,961 | 3.5 |
| Number Other | 1,085 | 77 | 919,187 | 73 |
| Total | 1,410 | 100 | 1,267,721 | 100 |
| Total Minority | 325 | 23 | 348,534 | 27 |

These programs constituted the largest campus-based programs of student

financial aid and the other programs of student financial aid would generally follow the same percentages. Overall, they indicate that about 6% of all USF students receive over one-fourth of all financial aid dollars.

Perhaps the best-known and most successful program of special assistance to black and other minority high school students has been "Upward Bound." To date, over 600 students have participated in the program, 87% of whom have entered or will enter college as a result. Over 20% of them have enrolled at USF.

## PROBLEM AREAS

Minority enrollment at the graduate level is low and is almost exclusively in the College of Education. (Financial assistance and the state-established entrance requirements are among the major barriers to minority enrollment in this area.) More minority graduate students are needed in the other six (non-medical) colleges.

Minority students represent 6.0% of the total University population (3.8% Black, 1.9% Surnamed, .2% American Indian, .2% Oriental). A number of factors are responsible for this low enrollment, including the socio-economic level of minorities in the area, the development of two year institutions, state-established qualifications, and the other factors noted above.

A significant percent of minority students have not declared majors -- an apparant indication of the lack of clear educational and career objectives. An improved career counseling and vocational guidance program should help.

The great majority of Black students are enrolled in three colleges: Social and Behavioral Sciences, Education and Business Administration. This appears to indicate a lack of information about possible curriculum offerings and career opportunities. Better information about curriculum

offerings and career opportunities and, when necessary, improved supportive services must be provided.

● Procurement. The University has always done business with vendors on a non-discriminatory basis. Nevertheless, during the past few years, the USF Office of Procurement has attempted to encourage minority vendors to submit bids for University contracts, or otherwise to offer their goods and services for sale or lease. The results of these efforts have been discouraging. Nevertheless, the University is continuing and expanding its program, described in Section IV, to encourage and enable minority vendors to do business with the institution.

Available data indicates that in recent years, of the hundreds of contracts or purchases the university has negotiated with various contractors, very few of them were with minority vendors. In fact, about three identifiable as black have done business with the University in the past five years (the absence of an adequate identification system makes more precise estimates impossible). A number of factors appear to account for that fact: (1) lists of minority vendors obtained from local and national sources indicate that few minority vendors can actually supply services or goods purchased by the University (the HUD list for Tampa, for example, includes less than 50 minority vendors); (2) State regulations and the relatively long time period required between purchase and payment pose serious barriers for the few minority vendors who could do business with the University; and (3) the poor image of predominantly white institution with minority vendors, because of perceived -- or actual -- past discriminatory practices.

Within the restrictions of State regulations (particularly the State bid law), however, the University needs to find and will strive to find even more imaginative ways to attract minority vendors. Some of those ways are

outlined in the following sections.

NOTE: As a federal contractor, the University has historically complied with various statutory and regulatory requirements, including ensuring that certain vendors or contractors certify that they will not engage in unlawfully discriminatory practices while doing business with the institution. This, of course, the University will continue to do.

## IV. A PLAN FOR AFFIRMATIVE ACTION
## (WITH ACTION PROGRAMS, GOALS AND TIMETABLES)

● RATIONALE. Law -- and conscience -- require that where problem areas or deficiencies are identified steps -- affirmative steps -- must be taken to correct or eliminate them. Hence, the following "Plan for Affirmative Action" has been adopted, pursuant to requirements of applicable statutes, orders and regulations.

● EMPLOYMENT GOALS. The general and long-range equal opportunity employment goal of the University of South Florida is to achieve within the University (and each of its major components) a diverse faculty and staff (distributed in percentages approximately equal to their availability in normal recruiting areas), capable of providing and supporting excellence in education for students and relevance in public service for the communities surrounding the University. The more specific and shorter-range goal is to achieve the hiring goals set out below by implementing the affirmative action plan contained herein, thereby demonstrating the University's commitment to equal employment opportunity.

These goals are based on and result from analyses of (1) the utilization data provided previously, (2) the availability parameters also discussed previously and (3) the anticipated hiring opportunities in each of the next five years (which, in turn, are derived from the summation of new positions which, it is assumed will be so few in number that they need not be included herein) and expected vacancies resulting from normal attrition factors, such as resignations, death, retirement, etc.).

HIRING OPPORTUNITIES. Total hiring opportunities for each area and major job classification of the University in each of the next five years

may be computed on the basis of the turnover rates provided in the Appendix.[1] Turnover rates for faculty and staff positions are computed on the basis of historical data (March, 1973 - March, 1974) indicating resignations, deaths, retirements, etc. It must be emphasized that the hiring opportunity figures outlined below are, to some extent, "educated guesses" about the future and are dependent upon a continuation of historical turnover rates (which, it must be noted, are expected to decrease as the general economic situation in the state and nation worsen). The hiring opportunity figures recorded below indicate minimum number of hiring decisions for full-time persons anticipated for the classification of positions and administrative units listed, utilizing current forecasts, which at the time of this analysis are being revised downward in the light of the most recent information. Therefore, these projections, which were used by USF deans and directors in setting hiring goals for their respective administrative units, must be considered relatively "liberal." Adjustments will of necessity be made in succeeding editions of this document.

[1]New positions are not included here for three reasons. First, current projections are not complete -- they are available only for the University at large and are, at best, educated guesses, based on projected enrollments and budgets. Moreover, projections do not exist, at the time of this entry, for job categories and University subunits. Second, whatever the case, the actual number of new faculty and staff positions at USF in the next five years is expected to be few. This is consistent with trends throughout higher education. Third, by focusing attention on "turnover" rather than "new positions" the University emphasizes the fact that "routine" hiring decisions must result in increased numbers of minorities and females in faculty and staff ranks -- not just those hiring decisions resulting from new positions (which will be few in number).

Estimated Hiring Opportunities
1974/75-1978/79
by EEO Code
(Turnover Rate x Total Filled FTE Positions)

| Unit & Classification | % Turnover Rate | Filled FTE Positions | Annual Hiring Opportunities |
|---|---|---|---|
| • University | | | |
| Faculty | .11 | 945.26 | 104.00 |
| A & P | .18 | 108.30 | 19.50--21.00 (range) |
| 1. Mgrs/Adm | .13 | 45.65 | 6.00 |
| 2. Prof | .24 | 62.45 | 15.00 |
| Career Service | .32 | 1280.70 | 409.82--420.19 (range) |
| 1. Mgrs/Adm | .13 | 20.00 | 2.60 |
| 2. Prof | .24 | 96.85 | 23.20 |
| 3. Technician | .21 | 111.00 | 23.30 |
| 4. Sales | .83 | 8.50 | 7.10 |
| 5. Clerical | .34 | 655.85 | 223.00 |
| 6. Craftsman | .08 | 100.00 | 8.00 |
| 7. Operative | .17 | 11.00 | 1.90 |
| 8. Laborers | 1.22 | 49.00 | 60.00 |
| 9. Service | .34 | 228.50 | 77.70 |
| • Central Administration | | | |
| Faculty | .11 | 3.35 | .37 |
| A & P | .18 | 30.65 | 5.52 - 5.63 (range) |
| 1. Mgrs/Adm | .13 | 20.65 | 2.68 |
| 2. Prof | .24 | 10.00 | 2.40 |
| Career Service | .32 | 596.35 | 190.83--192.51 (range) |
| 1. Mgrs/Adm | .13 | 12.00 | 1.56 |
| 2. Prof | .24 | 55.00 | 13.20 |
| 3. Technician | .21 | 30.00 | 6.30 |
| 4. Sales | .83 | 8.50 | 7.06 |
| 5. Clerical | .34 | 198.35 | 67.44 |
| 6. Craftsman | .08 | 88.00 | 7.04 |
| 7. Operative | .17 | 11.00 | 1.87 |
| 8. Laborers | 1.22 | 32.50 | 39.65 |
| 9. Service | .34 | 161.00 | 54.74 |
| • Academic Affairs | | | |
| Faculty | .11 | 910.03 | 100.10 |
| A & P | .18 | 45.50 | 8.19 - 9.71 (range) |
| 1. Mgrs/Adm | .13 | 11.00 | 1.43 |
| 2. Prof | .24 | 34.50 | 8.28 |
| Career Service | .32 | 458.75 | 146.80--144.97 (range) |
| 1. Mgrs/Adm | .13 | 5.00 | .65 |
| 2. Prof | .24 | 16.75 | 4.02 |
| 3. Technician | .21 | 72.00 | 15.12 |
| 4. Sales | -- | -- | -- |
| 5. Clerical | .34 | 352.50 | 119.85 |
| 6. Craftsman | .08 | 6.00 | .48 |
| 7. Operative | -- | -- | -- |
| 8. Laborers | 1.22 | 3.00 | 3.66 |
| 9. Service | .34 | 3.50 | 1.19 |
| • Student Affairs | | | |
| Faculty | .11 | 31.88 | 3.51 |
| A & P | .18 | 32.15 | 5.79 - 6.15 (range) |
| 1. Mgrs/Adm | .13 | 14.00 | 1.82 |
| 2. Prof | .24 | 18.15 | 4.36 |
| Career Service | .32 | 225.60 | 72.19--82.71 (range) |
| 1. Mgrs/Adm | .13 | 3.00 | .39 |
| 2. Prof | .24 | 25.10 | 6.02 |
| 3. Technician | .21 | 9.00 | 1.89 |
| 4. Sales | -- | -- | -- |
| 5. Clerical | .34 | 105.00 | 35.70 |
| 6. Craftsman | .08 | 6.00 | .48 |
| 7. Operative | -- | -- | -- |
| 8. Laborers | 1.22 | 13.50 | 16.47 |
| 9. Service | .34 | 64.00 | 21.76 |

As these data suggest, hiring officials at USF have at least about 104 opportunities annually to employ new faculty members, 19.5 - 21 opportunities to hire A & P staff and 409.8 - 420.2 opportunities to hire Career Service staff.

On the basis, in part, of the hiring opportunities and other data reported above and other relevant factors, the employment goals for the institution outlined below are established as reasonable hiring goals for minority group employees in each of the next five years.

HIRING GOALS. Each dean and director at the University (see the organizational chart and list of budget officers in the Appendix C and H) have been requested to establish hiring goals for his or her administrative unit in order to increase, where necessary, the percentage of black, other minority and female employees in categories of employment where availability data indicates underutilization.[1] They were informed that the overall goals for the five-year period beginning in 1974-75 would be expected to approximate the following for the three State categories of employees and the nine EEO categories noted above:

78/79 UNIVERSITY HIRING GOALS IN PERCENTAGES

| | % Employed 73/74 | | | % Goal 78/79 | | |
|---|---|---|---|---|---|---|
| | B | OM | F | B | OM | F |
| ● Faculty | 2.4 | 4 | 17 | 4.3 | 3.3* | 25 |
| ● A & P | 2.5 | 4.6 | 31 | 4 | 6 | 35 |
| ● Career Service | 21 | 4.2 | 64.5 | 11* | 7 | 40* |

[1]See the instructions for completing the Hiring Goals forms in the Appendix (Q).

*These goals were set even though it was not expected that a reduction in these categories would be consciously sought.

While it was hoped that the percentage of black faculty would increase to 5% in the next five years (a doubling of the present percentage) current availability data suggested that between 4 and 5 percent was a more realistic object. Similarly, while it was hoped that the percentage of females on the faculty would approach 30%, availability data indicate that about 20-25% would be more realistic. *Note: "OM" faculty utilization already exceeds availability.

The overall A & P goals do not require comment.

*Note: Black and female employment in career service ranks already exceeds the availability data standards set out above by wide margins. Meaningful career service goals can only be set in the various job classifications, i.e., EEO categories.

Overall faculty hiring goals (in percentages) for the nine colleges and non-college units in the University were generated as follows (See the Appendix (L) in the 1973 USF Equal Opportunity Program):

78/79 FACULTY HIRING GOALS
IN PERCENTAGES

| | % Employed 73/74 | | | % Goal 78/79 | | |
|---|---|---|---|---|---|---|
| ● COLLEGES | B | OM | F | B | OM | F |
| Business Administration | .8 | 0 | 8.7 | 3 | 2 | 7 |
| Education | 2.9 | 2.6 | 23.7 | 4 | 2 | 31 |
| Engineering | 3.2 | 9.5 | 1.9 | 3 | 6 | 3.5 |
| Fine Arts | 3.1 | 2.7 | 23.7 | 5 | 2 | 28 |
| Language-Literature | 2.2 | 4.7 | 17.1 | 4 | 3 | 29 |
| Medicine | 0 | .3 | 5.5 | 3.5 | 3.5 | 5.5 |
| Nursing | 9.1 | 0 | 100 | 6 | 6 | - |
| Natural Sciences | .75 | 9.8 | 5.3 | 2.5 | 3 | 7 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Social & Behavioral Sciences | 2.6 | 3.9 | 17.3 | 5 | 4 | 17 |
| ● NON-COLLEGE UNITS | 6.1 | 2.9 | 33.9 | 8.5 | 4 | 27 |
| ● GRANTS | 7.7 | 5.1 | 31 | - | - | - |

No hiring goals was established for females for the College of Nursing because females were already in abundance there; male faculty members are needed. However, no specific goal was set for males.

Hiring goals were also not established for Grants because of the special circumstances surrounding the use of grant-funded faculty "lines" and the impossibility of predicting who should or might be awarded grant funds in the future.

Staff hiring goals for the three major subdivisions discussed above were indicated as follows:

78/79 STAFF HIRING GOALS IN PERCENTAGES

| | % Employed 73/74 | | | % Employed 78/79 | | |
|---|---|---|---|---|---|---|
| | B | OM | F | B | OM | F |
| ● CENTRAL ADMINISTRATION | | | | | | |
| A & P | 0 | 3 | 9 | 4 | 6 | 35 |
| Career Service | 7 | 4 | 50 | 11* | 7 | 40* |
| ● ACADEMIC AFFAIRS | | | | | | |
| A & P | 0 | 9 | 50 | 4 | 6 | 35* |
| Career Service | 6 | 5 | 81 | 11 | 7 | 40* |
| ● STUDENT AFFAIRS | | | | | | |
| A & P | 9 | 0 | 26 | 4* | 6 | 35 |
| Career Service | 34 | 3 | 67 | 11* | 7 | 40* |

*Note: Career Service females in Academic Affairs, Central Administration, and Student Affairs already exceed availability. Similarly, the Career Service black category in Central Administration and Student Affairs, as well as in the A & P black employee category in Student Affairs exceed availability.

To attain the ideal percentage goals indicated, the deans and directors involved have estimated that they can actually make the following hiring decisions by year, which in some cases vary from the general goals set out above because of special factors known but to persons closest to the actual hiring decisions. The following charts, therefore, display and constitute the University's hiring goals for each of the next five years:

# U S.F. EQUAL OPPORTUNITY HIRING GOALS

Name Jim Vickrey

College/Department Total University (Excl. Grants)

Administrative Unit All Units (Excl. Grants)

| Employment Category | Current Total Filled F.T.E. | 1973/74 B* | 1973/74 OM* | 1973/74 F* | 1974/75 B | 1974/75 OM | 1974/75 F | 1975/76 B | 1975/76 OM | 1975/76 F | 1976/77 B | 1976/77 OM | 1976/77 F | 1977/78 B | 1977/78 OM | 1977/78 F | 1978/79 B | 1978/79 OM | 1978/79 F | Assumed Total Filled F.T.E. | 1978/79 B* | 1978/79 OM* | 1978/79 F* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Faculty - Total | 945.26 | 24 / 2.54 | 39 / 4.1 | 151 / 16.6 | 28.7 | 46.1 | 163.6 | 43.3 | 49.8 | 179.9 | 58.6 | 53.4 | 190.4 | 64.1 | 58 | 204.6 | 70.1 | 60.9 | 216.2 | 945.26 | 70.1 / 7.4 | 60.9 / 6.4 | 216.2 / 22.9 |
| A & P - Total | 108.30 | 2.75 / 2.54 | 5 / 4.6 | 33.75 / 31.16 | 4.8 | 5.83 | 32 | 5.7 | 6.82 | 47.67 | 6.10 | 7.53 | 39.9 | 6.60 | 8.09 | 43.58 | 7.30 | 9.39 | 46.80 | 108.30 | 7.3 / 6.7 | 9.39 / 8.67 | 46.80 / 43.2 |
| 1 - Mgrs/Adm | 45.65 | 1 / 2.19 | 2 / 4.38 | 4.75 / 10.41 | 1.41 | 2.25 | 4 | .49 | 2.31 | 6.92 | 1.67 | 3.04 | 10.4 | 2.17 | 3.04 | 11.28 | 2.74 | 4.26 | 12.11 | 45.65 | 2.74 / 6 | 4.26 / 9.3 | 12.11 / 26.5 |
| 2 - Professional | 62.65 | 1.75 / 2.79 | 3 / 4.78 | 29 / 46.28 | 2.52 | 3.60 | 29 | 5.28 | 4.53 | 32.27 | 4.84 | 4.83 | 32.07 | 4.84 | 5.21 | 33.87 | 4.96 | 5.33 | 34.64 | 62.65 | 4.96 / 7.9 | 5.33 / 8.5 | 34.64 / 55.3 |
| Career Service - Total | 1280.70 | 266 / 20.7 | 58 / 4.5 | 82.50 / 6.43 | 274.37 | 56.61 | 823.43 | 289.7 | 73.31 | 825.53 | 301.94 | 89.59 | 858.02 | 304.63 | 90.18 | 830.02 | 313.73 | 236.12 | 834.38 | 1280.70 | 313.73 / 24.5 | 236.12 / 18.4 | 834.38 / 65.1 |
| 1 - Mgrs/Adm | 20.00 | 3 / 15 | 1 / 5 | 4 / 20 | 3.02 | 1.00 | 5 | 3.07 | 1.16 | 5.20 | 3.07 | 1.22 | 5.39 | 3.57 | 1.22 | 5.89 | 3.65 | 1.96 | 6.27 | 20.00 | 3.65 / 18.25 | 1.96 / 9.8 | 6.27 / 31.35 |
| 2 - Professional | 96.85 | 8 / 8.3 | 4 / 4.13 | 41.6 / 43 | 10.24 | 5.21 | 41.6 | 12.09 | 5.93 | 47.92 | 12.09 | 7.14 | 53.39 | 12.15 | 7.20 | 53.86 | 13.24 | 7.81 | 54.21 | 96.85 | 13.24 / 13.67 | 7.81 / 8.06 | 54.21 / 55.97 |
| 3 - Technician | 111.00 | 5 / 4.5 | 5 / 4.5 | 38 / 34.23 | 7.05 | 5.12 | 39.15 | 8.32 | 7.22 | 38.95 | 8.32 | 7.26 | 39.1 | 8.32 | 7.26 | 39.4 | 9.70 | 8.52 | 39.62 | 111.00 | 9.76 / 8.7 | 8.52 / 7.68 | 39.62 / 35.69 |
| 4 - Sales | 8.50 | 1 / 11.76 | - / - | 4.5 / 52.94 | 1 | .51 | 8.5 | 1 | .51 | 8.5 | 1 | .51 | 8.5 | 1 | .51 | 8.5 | 1 | .51 | 8.5 | 8.50 | 1 / 11.76 | .51 / 6 | 8.5 / 100 |
| 5 - Clerical | 655.85 | 49 / 7.5 | 26 / 3.96 | 220.33 / 33.6 | 55.8 | 41.00 | 207.05 | 63 | 45.51 | 204.33 | 70.91 | 51.24 | 208.6 | 77.73 | 57.44 | 209.4 | 83.7 | 60.07 | 209.4 | 655.85 | 83.7 / 12.76 | 60.07 / 9.15 | 209.4 / 31.9 |
| 6 - Craftsman | 100.00 | 8 / 8 | 8 / 8 | 2 / 2 | 8 | 8.00 | 8 | 8.08 | 8.01 | 9.45 | 8.40 | 8.35 | 9.45 | 8.4 | 8.35 | 9.45 | 9.30 | 9.20 | 9.65 | 100.00 | 9.30 / 9.3 | 9.2 / 9.2 | 9.65 / 9.65 |
| 7 - Operative | 14.00 | 4 / 28.57 | 1 / 7.14 | - / - | 4 | 1.00 | - | 4 | 1.21 | 1.81 | 4 | 1.21 | 3.63 | 4 | 1.21 | 3.63 | 4.5 | 1.71 | 3.73 | 14.00 | 4.5 / 32.14 | 1.71 / 12.21 | 3.73 / 26.64 |
| 8 - Laborers | 46.00 | 15 / 32.57 | 2.75 / 5.98 | 2 / 4.35 | 7.3 | 3.92 | 2 | 12.05 | 2.47 | 1.97 | 14.25 | 2.47 | 4.88 | 14.25 | 2.47 | 4.88 | 15.25 | 2.82 | 5.10 | 46.00 | 15.25 / 33.15 | 2.82 / 6.13 | 5.10 / 11.08 |
| 9 - Service | 228.50 | 181 / 79.24 | 5 / 2.19 | 24 / 10.24 | 182 | 10.66 | 127 | 182.93 | 12.24 | 134.43 | 182.93 | 12.39 | 134.43 | 182.93 | 12.39 | 134.43 | 182.93 | 12.45 | 134.43 | 228.50 | 182.93 / 79.97 | 12.45 / 5.44 | 134.43 / 58.82 |

B - Black
OM - Other Minority
F - Female
* - Number/Percent

NOTE: These forms are to be completed on an F.T.E. basis and split appointments should show only in proportion to the amount appointed. Grants are to be handled separately.

# U.S.F. EQUAL OPPORTUNITY HIRING GOALS

Name _____

College/Department Summary

Administrative Unit Central Administration

| Employment Category | Current Total Filled F.T.E. | 1973/74 B* | 1973/74 OM* | 1973/74 F* | 1974/75 B | 1974/75 OM | 1974/75 F | 1975/76 B | 1975/76 OM | 1975/76 F | 1976/77 B | 1976/77 OM | 1976/77 F | 1977/78 B | 1977/78 OM | 1977/78 F | 1978/79 B | 1978/79 OM | 1978/79 F | Assumed Total Filled F.T.E. | 1978/79 B* | 1978/79 OM* | 1978/79 F* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Faculty - Total | 3.35 | - | - | - | - | - | - | .14 | .11 | - | .14 | .11 | - | .14 | .11 | .83 | .14 | .11 | .83 | 3.35 | .06 / 1.8 | .08 / 2.4 | .17 / 5 |
| A & P - Total | 30.65 | - | 1 / 3 | 3 / 9 | 1.22 | 1.83 | - | 1.22 | 1.83 | 2.65 | 1.22 | 1.83 | 5.36 | 1.22 | 1.83 | 8.04 | 1.22 | 1.83 | 10.72 | 30.65 | 1.22 / 4 | 1.83 / 6 | 10.72 / 35 |
| 1 - Mgrs/Adm | 20.65 | - | 1 / 4 | 1 / 4 | .41 | 1.25 | 3 | .41 | 1.25 | 3.92 | .41 | 1.25 | 3.92 | .41 | 1.25 | 3.92 | .41 | 1.25 | 3.92 | 20.65 | .41 / 2 | 1.25 / 6.05 | 3.92 / 19 |
| 2 - Professional | 10.00 | - | - | 2 / 20 | .60 | .60 | - | .60 | .60 | 1.80 | .60 | .60 | 2.6 | .60 | .60 | 4.40 | .60 | .60 | 4.70 | 10.00 | .60 / 6 | .60 / 6 | 4.7 / 47 |
| Career Service - Total | 596.35 | 12.5 / 27 | 24.5 / 4 | 30.2 / 50 | 162 | 24.5 | 30.2 | 162 | 33.12 | 30.2 | 162 | 41.74 | 30.2 | 162 | 41.74 | 30.2 | 162 | 41.74 | 30.2 | 596.35 | 16.2 / 27 | 41.74 / 7 | 30.2 / 507 |
| 1 - Mgrs/Adm | 12.00 | 2 / 16 | 1 / 8 | 2 / 25 | 2 | 1 | 3 | 2 | 1 | 3 | 2 | 1 | 3 | 2 | 1 | 3 | 2 | 1 | 3 | 12.00 | 2 / 16 | 1 / 8.33 | 3 / 25 |
| 2 - Professional | 55.00 | 5 / 9 | 4 / 7 | 15 / 27 | 5 | 4 | 15 | 5 | 4 | 20.85 | 5 | 4 | 20.85 | 5 | 4 | 20.85 | 5 | 4 | 20.85 | 55.00 | 5 / 9.09 | 4 / 7.27 | 26.85 / 49 |
| 3 - Technician | 30.00 | 1 / 3 | - | 11 / 36 | 1 | 1.8 | 11 | 1 | 1.8 | 11 | 1 | 1.8 | 11 | 1 | 1.8 | 11 | 1 | 1.8 | 11 | 30.00 | 1 / 3.3 | 1.8 / 6 | 11 / 36.6 |
| 4 - Sales | 8.50 | 1 / 11 | - | 8.5 / 100 | 1 | .51 | 8.5 | 1 | .51 | 8.5 | 1 | .51 | 8.5 | 1 | .51 | 8.5 | 1 | .51 | 8.5 | 8.50 | 1 / 11.76 | .51 / 6 | 8.5 / 100 |
| 5 - Clerical | 198.35 | 14 / 7 | 5.5 / 2 | 176.85 / 89 | 14 | 13.88 | 176.85 | 14 | 13.88 | 176.85 | 14 | 13.88 | 176.85 | 14 | 13.88 | 176.85 | 14 | 13.88 | 176.85 | 198.35 | 14 / 7.06 | 13.88 / 7 | 176.85 / 89.16 |
| 6 - Craftsman | 88.00 | 8 / 9 | 8 / 9 | 2 / 2 | 8 | 8 | 3 | 8 | 8 | 4.40 | 8 | 8 | 4.4 | 8 | 8 | 4.4 | 8 | 8 | 4.4 | 88.00 | 8 / 9.09 | .09 / 1.02 | 4.4 / 5 |
| 7 - Operative | 11.00 | 4 / 36 | 1 / 9 | - / - | 4 | 1 | - | 4 | 1.21 | 1.81 | 4 | 1.21 | 3.63 | 4 | 1.21 | 3.63 | 4 | 1.21 | 3.63 | 11.00 | 4 / 36.4 | 1.21 / 11 | 3.63 / 33 |
| 8 - Laborers | 32.50 | 5 / 15 | - | 2 / 6 | 7 | 1.62 | 2 | 9.75 | 1.62 | 3.57 | 9.75 | 1.62 | 3.57 | 9.75 | 1.62 | 3.57 | 9.75 | 1.62 | 3.57 | 32.50 | 2.73 / 30 | 1.62 / 5 | 3.57 / 11 |
| 9 - Service | 161.00 | 12.2 / 76 | 5 / 3 | 84 / 52 | 122 | 9.66 | 94 | 122 | 9.66 | 101.43 | 122 | 9.66 | 101.43 | 122 | 9.64 | 101.43 | 122 | 9.66 | 101.43 | 161.00 | 12.2 / 76 | 9.66 / 6 | 101.43 / 63 |

B - Black
OM - Other Minority
F - Female
* - Number/Percent

NOTE: These forms are to be completed on an F.T.E. basis and split appointments should show only in proportion to the amount appointed. Grants are to be handled separately.

U.S.F. EQUAL OPPORTUNITY HIRING GOALS

Name C. D. Riggs

College/Department University Summary

Administrative Unit Academic Affairs

| Employment Category | Current Total Filled F.T.E. | 1973/74 B* | 1973/74 OM* | 1973/74 F* | 1974/75 B | 1974/75 OM | 1974/75 F | 1975/76 B | 1975/76 OM | 1975/76 F | 1976/77 B | 1976/77 OM | 1976/77 F | 1977/78 B | 1977/78 OM | 1977/78 F | 1978/79 B | 1978/79 OM | 1978/79 F | Assumed Total Filled F.T.E. | 1978/79 B* | 1978/79 OM* | 1978/79 F* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Faculty - Total | 910.03 | 19.23 2 | 37.5 4 | 14.21 15 | 25.65 | 45.13 | 152.9 | 40.28 | 48.76 | 169.19 | 55.54 | 52.34 | 179.63 | 61.06 | 56.4 | 193.89 | 67 | 598 | 205.58 | 910.03 | 67 14.3 | 59.8 6.57 | 205.58 22.59 |
| A & P - Total | 45.5 | - - | 4 9 | 22.2 50 | .21 | 4 | 22.5 | 1.73 | 4.66 | 23.2 | 1.97 | 4.66 | 23.2 | 2.47 | 5.22 | 24.2 | 3.17 | 6.52 | 24.9 | 45.5 | 3.2 6.94 | 6.52 14.33 | 24.9 54.7 |
| 1 - Mgrs/Adm | 11 | - - | 1 9 | 2 18 | - | 1 | 3 | .08 | 1.06 | 3 | .12 | 1.24 | 3 | .62 | 1.24 | 3.88 | 1.18 | 2.42 | 4.57 | 11 | 1.13 10.28 | 2.42 22 | 4.57 41.5 |
| 2 - Professional | 34.5 | - - | 3 9 | 20.2 59 | .21 | 3 | 20.5 | 1.93 | 3.6 | 20.97 | 2.49 | 3.98 | 20.97 | 2.49 | 4.16 | 20.97 | 2.61 | 4.28 | 21.44 | 34.5 | 2.61 7.56 | 4.28 12.41 | 21.44 62.14 |
| Career Service - Total | 458.75 | 22 6 | 21.05 5 | 37.85 81 | 36.37 | 25.15 | 375.7 | 47.34 | 31.29 | 372.1 | 58 | 35.91 | 377.59 | 65.68 | 42.5 | 379.07 | 69.29 | 46.18 | 378.27 | 458.75 | 46.24 10.1 | 46.18 10.06 | 372.43 82.67 |
| 1 - Mgrs/Adm | 5 | - - | - - | - - | .02 | - | - | .07 | .16 | .20 | .07 | .16 | .39 | .57 | .16 | .89 | .61 | .78 | 1.27 | 5 | .61 12.2 | .78 15.6 | 1.27 25.4 |
| 2 - Professional | 16.75 | 1 5 | - - | 7 41 | 1.2 | 1.15 | 8 | 3.07 | 1.87 | 8.47 | 3.07 | 2.02 | 8.47 | 3.13 | 2.08 | 8.94 | 3.24 | 2.69 | 9.29 | 16.75 | 3.24 19.3 | 2.69 16.05 | 9.29 55.46 |
| 3 - Technician | 72 | 4 5 | 5 6 | 23 31 | 6.05 | 3.32 | 23.15 | 7.22 | 5.22 | 23.65 | 7.22 | 5.26 | 23.8 | 7.22 | 5.26 | 24.1 | 8.4 | 5.93 | 24.3 | 72 | 8.4 11.66 | 5.93 8.24 | 24.3 33.76 |
| 4 - Sales | — | | | | | | | | | | | | | | | | | | | | | | |
| 5 - Clerical | 352.5 | 21 5 | 16.05 5 | 34.6 96 | 27.3 | 21.8 | 342.2 | 33.8 | 24.6 | 342.2 | 41.46 | 29.98 | 342.2 | 48.28 | 36.19 | 343 | 53.05 | 33.48 | 343 | 352.5 | 53.05 15.05 | 38.38 10.90 | 343 97.3 |
| 6 - Craftsman | 6 | - - | - - | - - | - | - | 5 | .08 | .07 | 5.05 | .08 | .07 | 5.05 | .08 | .07 | 5.05 | .48 | .42 | 5.05 | 6 | .48 8 | .42 7 | 5.05 84.16 |
| 7 - Operative | — | | | | | | | | | | | | | | | | | | | | | | |
| 8 - Laborers | 3 | - - | - - | - - | .3 | - | - | 1.3 | .05 | - | 1.3 | .05 | .11 | 1.3 | .05 | .11 | 1.3 | .15 | .33 | 3 | 1.3 43.3 | .15 5 | .33 11 |
| 9 - Service | 3.5 | 1 28 | - - | 2 57 | 1 | - | 2 | 1.73 | - | 2 | 1.73 | .15 | 2 | 1.73 | .15 | 2 | 1.73 | .21 | 2 | 3.5 | 1.73 49.4 | .21 6 | 2 57.4 |

B - Black
OM - Other Minority
F - Female
* - Number/Percent

NOTE: These forms are to be completed on an F.T.E. basis and split appointments should show only in proportion to the amount appointed. Grants are to be handled separately.

Name Troy Collier

College/Department Summary Sheet

Administrative Unit Student Affairs

| Employment Category | Current Total Filled F.T.E. | 1973/74 B* | 1973/74 OM* | 1973/74 F* | 1974/75 B | 1974/75 OM | 1974/75 F | 1975/76 B | 1975/76 OM | 1975/76 F | 1976/77 B | 1976/77 OM | 1976/77 F | 1977/78 B | 1977/78 OM | 1977/78 F | 1978/79 B | 1978/79 OM | 1978/79 F | Assumed Total Filled F.T.E. | 1978/79 B* | 1978/79 OM* | 1978/79 F* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Faculty - Total | 31.88 | 3 / 9.4 | 1 / .03 | 12.43 / 38 | 3 | 1 | 10.63 | 3 | 1 | 10.63 | 3 | 1 | 10.63 | 3 | 1 | 1963 | 3 | 1 | 10.63 | 31.88 | 3 / 9 | 1 / 3.3 | 10.63 / 33 |
| A & P - Total | 32.15 | 2.73 / 9 | - | 8.23 / 26 | 2.75 | - | 9.5 | 2.25 | .33 | 9.5 | 3.75 | .88 | 10 | 2.91 | 1.04 | 11.34 | 2.91 | 1.04 | 11.34 | 32.15 | 2.91 / 9 | 1.04 / 6 | 11.34 / 35 |
| 1 - Mgrs/Adm | 14.0 | 1 / 7 | - | 1.73 / 13 | 1 | - | 1 | - | - | - | 2 | .39 | 2.5 | 1.14 | .55 | 3.48 | 1.15 | .59 | 3.62 | 14.00 | 1.15 / 8 | .59 / 6 | 3.62 / 25 |
| 2 - Professional | 18.15 | 1.73 / 96 | - | 6.5 / 36 | 1.75 | - | 8.5 | 2.75 | .33 | 9.5 | 1.75 | .45 | 8.5 | 1.75 | .45 | 8.5 | 1.75 | .45 | 8.50 | 57.51 | 1.73 / 6 | .45 / 6 | 8.50 / 47 |
| Career Service - Total | 225.6 | 77 / 34.1 | 6.43 / 3 | 152 / 67 | 78 | 6.93 | 146.19 | 80.36 | 8.98 | 146.1 | 81.94 | 10.94 | 142.1 | 81.94 | 11.94 | 148.1 | 82.44 | 11.82 | 152.69 | 225.60 | 82.44 / 36 | 11.82 / 7 | 152.69 / 67 |
| 1 - Mgrs/Adm | 3.0 | 1 / 33.3 | - | 1 / 33.3 | 1 | - | 2 | 1 | - | 2 | 1 | - | 2 | 1 | .06 | 2 | 1.04 | .18 | 2 | 5.0 | 1.09 / 20 | .15 / 6 | 2 / 40 |
| 2 - Professional | 25.1 | 2 / 8 | - | 19.6 / 78 | 4.02 | .06 | 18.60 | 4.02 | .06 | 18.6 | 4.02 | 1.06 | 18.6 | 4.02 | 1.12 | 19.07 | 5 | 1.12 | 19.07 | 23.10 | 5 / 31 | 1.12 / 6 | 19.07 / 82 |
| 3 - Technician | 9.0 | - / - | - / - | 4 / 44.4 | - | - | 5 | .1 | .2 | 4.3 | .1 | .2 | 4.3 | .1 | .2 | 4.3 | .30 | .80 | 4.42 | 9.0 | .39 / 3 | .83 / 8 | 4.42 / 49 |
| 4 - Sales | - | - / - | - / - | - / - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | / - | / - | / - |
| 5 - Clerical | 105.0 | 14 / 13.3 | 4 / 4 | 88.5 / 84.2 | 14 | 5.39 | 88.50 | 15.2 | 7.03 | 87.3 | 15.2 | 7.03 | 88.3 | 15.45 | 7.38 | 89.55 | 16.65 | 7.66 | 89.55 | 105.0 | 16.65 / 15 | 7.66 / 7 | 77.35 / 73 |
| 6 - Craftsman | 6.0 | - / - | - / - | - / - | - | - | - | .32 | - | - | .32 | .28 | - | .32 | .28 | - | .82 | .78 | .20 | 6.0 | .82 / 13 | .78 / 13 | .20 / 3 |
| 7 - Operative | 3.0 | - / - | - / - | - / - | - | - | - | - | - | - | - | - | - | - | - | - | .50 | .50 | .10 | 3.0 | .46 / 16 | .35 / 11 | .99 / 33 |
| 8 - Laborers | 10.5 | - / - | 2.36 / 21.4 | - / - | - | 2.3 | - | 1 | .8 | 1.2 | 2 | .8 | 1.2 | 3.2 | .8 | 1.2 | 4.20 | 1.05 | 1.2 | 10.50 | 4.20 / 50 | 1.05 / 10 | 1.25 / 11 |
| 9 - Service | 64.0 | 59 / 92.1 | - / - | 38 / 59.3 | 59 | 1 | 31 | 59 | 2.58 | 31 | 59 | 2.58 | 31 | 59 | 2.58 | 31 | 59 | 2.58 | 31 | 64.0 | 59 / 92 | 2.58 / 6 | 31 / 63 |

B - Black
OM - Other Minority
F - Female
* - Number/Percent

NOTE: These forms are to be completed on an F.T.E. basis and split appointments should show only in proportion to the amount appointed. Grants are to be handled separately.

USF
74-75 HIRING OPPORTUNITIES
AND ACTUAL HIRING GOALS - A SUMMARY

| Category | Hiring Opportunities | Current Total | | | Anticipated New Hires | | | Anticipated New Total | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | B | OM | F | B | OM | F | B | OM | F |
| Faculty* | 104 | 22.23 | 38.9 | 157.2 | 6.47 | 7.2 | 6.4 | 28.7 | 46.1 | 163.6 |
| A & P* | 19.5-21 | 2.75 | 5 | 33.8 | 1.43 | .83 | -1.8 | 4.18 | 5.83 | 32 |
| 1. Mgrs/Adm | 6.0 | 1 | 2 | 4.75 | .41 | .25 | -.75 | 1.41 | 2.25 | 4 |
| 2. Prof. | 15.0 | 1.75 | 3 | 29 | .85 | .6 | - | 2.6 | 3.6 | 29 |
| Career Service* | 409.8-420.2 | 266 | 52.3 | 826 | 10.4 | 4.3 | - | 276.4 | 56.6 | 823.2 |
| 1. Mgrs/Adm | 2.6 | 3 | 1 | 4 | .02 | 1 | | 3.02 | 1 | 5 |
| 2. Prof. | 23.2 | 8 | 4 | 41.6 | 2.2 | 1.2 | - | 10.2 | 5.2 | 41.6 |
| 3. Tech. | 23.3 | 5 | 5 | 38 | 2.1 | .12 | 1.2 | 7.1 | 5.12 | 39.2 |
| 4. Sales | 7.10 | 1 | 0 | 85 | - | .5 | - | 1 | .5 | 8.5 |
| 5. Clerical | 223.0 | 49 | 26 | 605.9 | 6.3 | 15.1 | 1.7 | 55.3 | 41.1 | 607.6 |
| 6. Craftsman | 8.0 | 8 | 8 | 2 | - | - | 6 | 8 | 8 | 8 |
| 7. Operative | 1.9 | 4 | 1 | 0 | - | - | - | 4 | 1 | 0 |
| 8. Laborers | 60.0 | 5 | 2.25 | 2 | 2.3 | 1.65 | - | 7.3 | 3.9 | 2 |
| 9. Service | 77.7 | 181 | 5 | 124 | 1 | 5.7 | 3 | 182 | 10.7 | 127 |

*Excluding grants

NOTE: Addition of the individual figures in the EEO ranks above (and in the charts on the previous pages) reveals that that total may not match the actual total for all Faculty, A & P and Career Service employees listed. The reasons for the discrepancy are twofold. First, rounding decisions (and human error) affect such totals. Second, and more importantly, the availability figure utilized for total Career Service employees, for example, is a figure derived independently from census data and is not the result merely of adding the figures for the nine EEO figures. In other words, imprecision in availability data produces

the discrepancy and hence the necessity to think in terms of ranges for totals (see the hiring opportunity form, e.g.) or simply to focus on individual EEO categories.

Therefore, total actual new hires may be considered a range with the total figure above the lower limit (i.e., the minimum).

It will be noted that we anticipate the following percentage increases for Faculty, A & P and Career Service employees at USF in 74-75:

| Category | 74-75 Percentage Increase | | |
|---|---|---|---|
| | B | OM | F |
| Faculty | 29.1 | 18.5 | 4.1 |
| A & P | 52 | 16.6 | - |
| Career Service | 3.9 | 8.2 | - |

Moreover, these figures indicate that in 74-75 of 104 faculty hiring opportunities, we expect about 13% to be minority hires; of about 20 or so A & P hiring opportunities, about 10% to be minority; and of some 409-420 Career Service hires, about 4% to be minority.

## HIRING GOALS FOR ACADEMIC AFFAIRS

Since the Academic Affairs area is considered to be the "heart" of the University in many ways, a more detailed analysis of goals[1] in this area is provided than in the others.

Two sets of figures are essential for data analysis of hiring goals in Academic Affairs. They are (1) those actually submitted by the colleges and non-college units, in summary (Column I) and (2) those minimum goals established, in summary, for each employment category by 1978/1979 (Column II). For example, minimum faculty goals are: Blacks, 4.3%; Other Minority, 3.3%; Female, 25%. A comparison of the two columns indicates the extent to which Academic Affairs now equals or exceeds those minimum goals and its future intention to equal or exceed them. The minimum goals of Column II were based upon national "availability" figures and other variables such as the local employment census. Data is based throughout on computer run of March 28, 1974.

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[1]A detailed breakdown of college goals may be found in the Appendix (P).

**Summary**

Column I
F.T.E.'s Actually Submitted, as Goals for Academic Affairs

**Summary**

Column II
Minimum F.T.E.'s and Percentages Needed as Goals

| yment gory | Current Total Filled F.T.E. | 1973/74 B* | 1973/74 OM* | 1973/74 F* | 1978/79 B | 1978/79 OM | 1978/79 F | Assumed Total Filled F.T.E. | 1978/79 B* | 1978/79 OM* | 1978/79 F* |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ty - Total | 910.03 | 19 / 2 | 37 / 4 | 142 / 15 | 67 | 59.8 | 26.37 | 910.03 | 39 / 4 | 30 / 3 | 21 / 2 |
| - Total | 45.5 | – / – | 4 / 9 | 22.5 / 50 | 3.47 | 6.52 | .247 | 45.5 | 1.82 / 4 | 2.73 / 6 | 7 / 15 |
| grs/Adm | 11 | – / – | 1 / 9 | 2 / 18 | 1.18 | 2.42 | 4.57 | 11 | .22 / .2 | .66 / 6 | 2 / 19 |
| rofessional | 34.5 | – / – | 3 / 9 | 20.5 / 59 | 2.61 | 4.28 | 21.44 | 34.5 | 2.61 / 6 | 2.61 / 6 | 6 / 17 |
| r ce - Total | 458.75 | 27 / 6 | 21.5 / 5 | 372.5 / 81 | 69.29 | 46.18 | 319.29 | 458.75 | 36.46 / 11 | 33.11 / 7 | 18 / 4 |
| grs/Adm | 5 | – / – | – / – | – / – | .61 | .78 | 1.27 | 5 | .1 / .2 | .3 / 6 | .1 / .2 |
| rofessional | 16.75 | 1 / 5 | – / – | 7 / 41 | 3.24 | 2.64 | 9.29 | 16.75 | 1.0 / 6 | 1.0 / 6 | 1 / 6 |
| echnician | 7.2 | 4 / 5 | 5 / 6 | 23 / 31 | 8.4 | 5.92 | 24.2 | 7.2 | 1.44 / .2 | 4.32 / 6 | 2 / 28 |
| ales | — | | | | | | | — | | | |
| lerical | 352.5 | 21 / 5 | 16.5 / 5 | 240.5 / 96 | 53.05 | 38.48 | 343 | 352.5 | 17.62 / 5 | 24.67 / 7 | 209 / 59 |
| raftsman | 6 | – / – | – / – | – / – | .48 | .42 | 5.05 | 6 | .48 / 8 | .42 / 7 | .3 / 5 |
| perative | — | | | | | | | — | | | |
| aborers | 3 | – / – | – / – | – / – | 1.3 | .15 | .33 | 3 | .9 / 30 | .15 / 5 | .33 / 11 |
| ervice | 3.5 | 1 / 28 | – / – | 2 / 57 | 1.73 | .21 | .2 | 3.5 | 1.01 / 29 | .21 / 6 | 2.26 / 65 |

* number/percent
Date of 3/28/74

In comparing the two columns, it will be noted that women and minority faculty, in non-college units' hiring goals, make a slight variance between the summary of all the units and the summary of the hiring intention of the Colleges (both listed below).

A comparison of actual hiring intention and of minimum goals indicates the following anticipated additions, for women and black minorities.

| | ACTUAL | | MINIMUM | |
|---|---|---|---|---|
| | # | % Increase | # | % Increase |
| B. | 47.7 | 248 | 19.9 | 100 |
| F. | 60.27 | 41.5 | 82 | 57 |

Thus, at the end of five years, Academic Affairs will have exceeded its minimum goals for black faculty and not quite achieved its theoretical goals for female faculty. It will have increased black faculty by 248%, or almost 3½ times the present black faculty component. Female faculty will be increased by 41.5%, or less than half again its present complement. This is 21.73 F.T.E.'s less than the ideal goal and 15.5 less, in percent. Of course, these goals will be re-computed annually.

Other categories show the following actual increase, or decrease, in the F.T.E. summary: (comparison of 1973/74 faculty with proposed faculty for 1978/79: Column I):

Category:

| A & P | B | OM | F |
|---|---|---|---|
| 1. Manager/Adm. | +1.18 | +1.42 | +2.57 |
| 2. Professional | +2.61 | +1.28 | +1.44 |
| Career Service | | | |
| 1. Manager/Adm. | + .61 | + .78 | +1.27 |
| 2. Professional | +2.24 | +2.69 | +2.29 |
| 3. Technician | +4.4 | + .92 | +1.2 |
| 4. Sales | --- | --- | --- |

Career Service (Cont'd)

| | B | OM | F |
|---|---|---|---|
| 5. Clerical | + 32.05 | + 21.98 | + 2.5 |
| 6. Craftsmen | + .48 | + .42 | + 5.05 |
| 7. Operative | --- | --- | --- |
| 8. Laborers | + 1.3 | + .15 | + .33 |
| 9. Service | + .73 | + .21 | + 2.0 |

The largest increase contemplated is the addition of Black and other minorities to the Career Service Clerical category. All are above the minimum goals, for 1978/79. Of these categories, Academic Affairs has already reached, or surpassed, its theoretical goals, for black minorities, in the following areas: Career Service: Professional, Technician, Clerical, Service.

It has achieved its minimum goals for other minorities in these categories: A & P: Managers/Administrators and Professional; Career Service: Technician.

For female staff, Academic Affairs has reached, or surpassed, its ideal goals among A & P Managers and Professionals and in Career Service Technician and Clerical. In the latter, it is 76.13 in excess of the minimum goal.

One should recall that minimum goals are estimated on the basis of "no-growth" in F.T.E.'s, which accounts for the slender total increases. For those categories which are currently over the minimum goal, hirings will still take place during the next five years. The largest numerical growth is contemplated in the black-minority Career Service staff.

The Library reduces the F.T.E. count of all female employees and increases all of its black-minority categories except clerical.

Colleges follow this pattern of increase or reduction in faculty F.T.E.'s:

| College | Actual Proposed Increases | | | Above or Below Minimum Goals | | |
|---|---|---|---|---|---|---|
| | B | OM | F | B | OM | F |
| Natural Sciences | + 4.51 | + 0.94 | + 6.53 | Same | + 5.26 | Same |
| Social Sciences | + 3.7 | + 0.1 | Same | Same | Same | - 0.45 |
| Business Admn. | + 6.29 | + 4.13 | + 5.43 | + 3.28 | + 1.63 | + 6.49 |
| Engineering | + 1.04 | + 2.2 | + 1.52 | + 0.52 | Same | Same |
| Fine Arts | + 5.03 | + 0.8 | + 8.87 | Same | Same | Same |
| Education | + 11.0 | + 3.98 | + 14.47 | Same | Same | Same |
| Language-Liter. | + 10.93 | + 4.41 | + 20.84 | Same | Same | Same |
| Nursing | + 1.0 | + 1.0 | - 1.0 | Same | Same | Same |
| Medicine | + 3.0 | + 2.83 | + 0.75 | Same | Same | Same |
| TOTAL F.T.E. ADDITIONS | 46.5 | 20.39 | 57.41 | | | |

In every case the black-minority faculty will be increased and this total increase more than triples the present black-faculty F.T.E.'s. Also, it more than doubles the minimum F.T.E. goal for black faculty. There will be an increase in female faculty in every college except two: Social Sciences and Nursing, which currently reach their minimum and overall goals. Business Administration already exceeds the minimum goal for women faculty by 1.06 F.T.E.'s

Only the College of Natural Sciences has reached its goal for other-minority faculty. No college has estimated less increase than the minimum goals which were based on availability estimates. Most have adhered to the very minimum. This factor is largely due to the caution which a "no-growth" estimate in F.T.E.'s has suggested. Colleges have done well to consider--when confronted with "no-growth"--as many additions in minority and female faculty as are estimated for 1978/79.

In the non-faculty categories, for the colleges, black staff is -- for the most part -- increased and female staff is slightly reduced.

The goals which have been set by college and non-college units equal or exceed the theoretical goals for 1978/79 in all employment categories for blacks, other minorities and women with the exception of the overall faculty goal for women (227.5). For black faculty, the minimal goal of 39.13 is hypothetically exceeded in the Academic Affairs summary from the year 1975/76. As has been noted, most departments within the colleges stated at least the minimal goals. One exception is the College of Education; this college decided not to state small portions of F.T.E. as goals in each department but rather to distribute full-time appointments to blacks, other minorities and women, in several departments -- to meet the overall college goals.

One college -- Medicine -- did not submit departmental summaries because, as the Dean stated, the college is still fairly "unformed" and goals for departments would not, therefore, be very indicative of future hiring activity.

(It is expected that the following procedure will be used for preparation of future reports requiring the aid of college deans and directors: Within a short time after the materials and instructions are given to the deans at the Council of Deans meeting, a meeting for the deans' staff assistants should be held with the Special Assistants; within a short time thereafter, the staff assistants should return for individual checks with the Special Assistants.)

Other goals for faculty positions -- within ranks -- are indicated below. They must be understood to represent <u>ideal goals</u> toward which the University will seek significant progress during the next five years. They cannot be considered <u>actual goals</u>, as that term is used above, for several reasons.

First, no national "norms" exist. Second, projections are not sufficiently sophisticated to permit speculating future distributions within faculty ranks. Third, the within-ranks goals are established for the University as a whole and, therefore, do not reflect hiring and promotion realities within the colleges where such decisions are made (i.e., these goals are not summaries of numbers developed by the deans -- as was the case for goals above). Fourth, as was the case with salaries, so many factors affect the distribution of faculty within ranks (such as experience, training, etc.) that interpretation of existing patterns as well as projections of different ones are difficult, at best. Nevertheless, because HEW has requested such goals, they are provided below.

## Goals Within Ranks

### Percentage Distribution Within Ranks: Sex and Ethnic Groups
### USF 9-Months Faculty, 3/28/74

| nic | Percentage of Total F.T.E. in Each Category | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | White | | Black | | Span - Sur | | Oriental | | Other | |
| | 591.6 Male | 120.99 Female | 15.41 Male | 3.32 Female | 15.74 Male | 2.7 Female | 8.35 Male | 2.0 Female | 7.61 Male | 1.34 Female |
| | % | % | % | % | % | % | % | % | % | % |
| or | 23.0 | 3.8 | - | - | 12.7 | - | 24.0 | - | 26.0 | - |
| te or | 29.0 | 18.8 | 13.2 | - | 44.5 | - | 47.9 | 50.0 | 52.6 | - |
| nt or | 37.0 | 36.8 | 58.4 | 30.1 | 31.8 | 37.0 | 28.1 | 50.0 | 13.1 | 74. |
| tor | 5.6 | 18.2 | 14.3 | 30.1 | - | 37.0 | - | - | 8.0 | - |
| r | 4.6 | 14.6 | 11.0 | 39.8 | 11.0 | - | - | - | - | 25. |
| | .3 | 7.8 | .2 | - | - | 26.0 | - | - | - | - |

## II. Distribution of Ethnic Minorities Within Faculty Ranks

More than 50% of all male faculty (except black-minority men) are in the upper ranks of professor and associate professor. Only 13% of all black-minority faculty and 23% of all Caucasian female faculty are in these higher ranks.

In the ranks of assistant professor and below, there is the following distribution:

| Ethnic Group | Percentage |
|---|---|
| Black Female | 100 |
| Spanish-Surnamed Female | 100 |
| Other-Minority Female | 100 |
| Black Male | 87 |
| Caucasian Female | 77 |
| Oriental Female | 50 |
| Caucasian Male | 48 |
| Spanish-Surnamed Male | 43 |
| Oriental Male | 28 |
| Other-Minority Male | 20 |

Distribution patterns noted here and elsewhere indicate the need to set goals within ranks for nine-months female faculty (in which majority of faculty employees are to be found). It assumes no-growth, due to potential decreases in faculty lines. It is a redistribution based on turnover, promotion, upgrading and whatever hiring is possible as lines become vacant.

## III. Formula for Goals Within Ranks

The formula for goals within ranks is derived from the largest and most evenly-distributed group, by academic rank, as well as the most favorably distributed: the Caucasian men. The 1974 percentages for Caucasian males are multiplied by the present F.T.E. in each employment class, to achieve the 1979 goal in F.T.E. The present percentages for white male faculty times the present (1974) F.T.E. equals the goals for 1979.

This is a minimum goal. It redistributes the minority and female faculty to the pattern-within-ranks of the Caucasian male professors.

E.O.Data
3/28/74

## IV. Nine-Month USF Faculty Goals for Wom[illegible] and Minorities: Distribution of F.T.E. Within Academic Ranks from 1974 to 1979

| Ethnic Classification By Sex | | Professor | | | Associate Professor | | | Assistant Professor | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | FTE 1974 | % 1974 | 1979 FTE Goal | FTE 1974 | % 1974 | 1979 FTE Goal | FTE 1974 | % 1974 | 1979 FTE Goal |
| Caucasian | Male | 135.1 | 23.0 | - | 173 | 29.0 | - | 220.69 | 37.0 | - |
| | Female | 4.63 | 3.8 | 27.8 | 22.73 | 18.9 | 35.0 | 44.5 | 36.8 | 44.8 |
| Black | Male | - | - | 3.54 | 2 | 13.2 | 4.46 | 9 | 58.4 | 5.7 |
| | Female | - | - | .76 | - | - | .96 | 1 | 30.1 | 1.23 |
| Spanish Surname | Male | 2 | 12.7 | 3.62 | 7 | 44.5 | 4.56 | 5 | 31.8 | 5.82 |
| | Female | - | - | .62 | - | - | .78 | 1 | 37.0 | 1.0 |
| Oriental | Male | 2 | 24.0 | 1.92 | 4 | 47.9 | 2.42 | 2.35 | 28.1 | 3.1 |
| | Female | - | - | .46 | 1 | 50.0 | .58 | 1 | 50.0 | .74 |
| Other Minority | Male | 2 | 26.0 | 1.75 | 4 | 52.6 | 2.20 | 1 | 74.6 | 2.77 |
| | Female | - | - | .30 | - | - | .38 | 1 | - | .49 |
| Total FTE for Women and Minorities by 1979: | | 141 male (96)<br>4.63 female (4) | | 40.77 | 190 male (82.2)<br>23.7 female(10.8) | | 51.34 | 255.4 male (84)<br>48.5 female(16) | | 65.7 |

E.O. Data
3/28/74

| Ethnic Classification By Sex | | Instructor | | | Lecturer | | | Other | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | FTE 1974 | % 1974 | 1979 FTE Goal | FTE 1974 | % 1974 | 1979 FTE Goal | FTE 1974 | % 1974 | 1979 FTE Goal |
| Caucasian | Male | 33.35 | 5.6 | - | 27.32 | 4.6 | - | 5.19 | .3 | - |
| | Female | 22.04 | 18.2 | 6.8 | 17.61 | 14.6 | 5.56 | 9.46 | 7.8 | 3.62 |
| Black | Male | 2.21 | 14.3 | .86 | 1.7 | 11.0 | .71 | .5 | 3.2 | .46 |
| | Female | 1 | 30.1 | .18 | 1.32 | 39.8 | .15 | - | - | 1.0 |
| Spanish Surname | Male | - | - | .88 | 1.74 | 11.0 | .72 | - | - | .47 |
| | Female | 1 | 37.0 | .15 | - | - | .13 | .7 | 26.0 | .08 |
| Oriental | Male | - | - | .46 | - | - | .38 | - | - | .25 |
| | Female | - | - | .11 | - | - | .09 | - | - | .06 |
| Other Minority | Male | .61 | 8.0 | .42 | - | - | .35 | - | - | .22 |
| | Female | - | - | .08 | - | - | .06 | .34 | 25.3 | .04 |
| Total F.T.E. for Women and Minorities by 1979: | | | | 9.94 | | | 8.15 | | | 6.2 |

V. USF 9-Months Faculty:

Projection of Distribution Goals Within Ranks for Female and Black Minority

E.O. Data 3/28/74

| Major Academic Ranks | WOMEN | | | BLACK MINORITY | | | |
|---|---|---|---|---|---|---|---|
| | 1974 F.T.E. | 1979 F.T.E. | Variance | | 1974 F.T.E. | 1979 F.T.E. | Variance |
| Professor 23%* | 4.63 | 27.8 | + 23.17 | M | - | 3.54 | + 3.54 |
| | | | | F | - | .76 | + 0.76 |
| Associate Professor 29% | 22.73 | 35.0 | + 12.27 | M | 2 | 4.46 | + 2.26 |
| | | | | F | - | .96 | + 0.96 |
| Assistant Professor 37% | 44.5 | 44.8 | + 0.3 | M | 9 | 5.7 | - 3.3 |
| | | | | F | 1 | 1.23 | + 0.23 |
| Instructor 5.6% | 22.04 | 6.8 | - 15.24 | M | 2.21 | .86 | - 1.35 |
| | | | | F | 1.0 | .18 | - 0.82 |
| Lecturer 4.6% | 17.61 | 5.56 | - 12.05 | M | 1.7 | .71 | - 0.99 |
| | | | | F | 1.32 | .15 | - 1.17 |
| Other Ranks 0.3% | 9.46 | 3.62 | - 5.84 | M | .5 | .46 | - 0.04 |
| | | | | F | - | 1.0 | + 1.0 |

*Percentages are those of Caucasian Male Faculty in each rank in 1974.

VI. USF 12-Months Faculty:

Projection of Distribution Goals Within Ranks for Female and Black Minority

E.O. Data 3/28/74

| Major Academic Ranks | WOMEN | | | BLACK MINORITY | | | |
|---|---|---|---|---|---|---|---|
| | 1974 F.T.E. | 1979 F.T.E. | Variance | | 1974 F.T.E. | 1979 F.T.E. | Variance |
| Professor 18.7% * | 2.25 | 12.28 | + 10.03 | M | 0 | 1.5 | + 1.50 |
| | | | | F | 0 | 1.25 | + 1.25 |
| Associate Professor 18% | 6.25 | 5.7 | - .55 | M | 0.50 | 0.67 | + 0.17 |
| | | | | F | 0 | 0.58 | + 0.58 |
| Assistant Professor 22% | 5.00 | 6.9 | + 1.9 | M | 0 | 0.82 | + 0.82 |
| | | | | F | 1 | 0.71 | - 0.29 |
| Instructor 5% | 3.51 | 1.50 | - 2.0 | M | 0 | 0.18 | + 0.18 |
| | | | | F | 0.25 | 0.16 | - .09 |
| Lecturer 9% | 4.75 | 2.8 | - 1.95 | M | 1.25 | 0.33 | - 0.92 |
| | | | | F | 0 | 0.29 | + 0.29 |
| Other 4.8% | 10.0 | 1.5 | - 8.54 | M | 2 | 0.18 | - 1.82 |
| | | | | F | 2 | 0.15 | - 1.85 |

*Percentages are those of Caucasian male faculty in each rank in 1974.

## STAFF HIRING GOALS

Staff hiring goals have also been established for each administrative unit at USF. To conserve space -- and printing costs -- the hiring goal forms displaying them are not included in the Appendix, as are the College forms. However, they are available for review upon request and were submitted to HEW with other supplementary materials.

Action Programs to Achieve the Goals. To achieve these employment goals, a number of special efforts will be undertaken, including the following:

## RECRUITING AND HIRING PROGRAM

It is assumed that a person's qualifications for and ability to perform a particular employment function are in no way related to his or her race, color, creed, religion, sex, age, or national origin, per se. This key assumption is the predicate upon which the USF recruiting and hiring is founded. Accordingly, these factors are not to be considered for or against any person in connection with any personnel action. USF employees are to be recruited, selected, promoted, retained, discharged, or otherwise dealt with only on the basis of job qualification and the needs of the institution.

Recognizing the validity of these assumptions, a hiring and recruiting program has been designed to afford all persons, regardless of race, color, creed, religion, sex, age, or national origin, the opportunity for employment at the University. Since it is also recognized that a substantial number of qualified members of minority groups and women will not become applicants for employment unless a vigorous, "good faith" effort is made to attract applications from a much larger number of such qualified persons than now apply for such positions, specific steps (noted below) will be taken to ensure such a diversity

of applicants.

The University, as an employer, has need for a tremendous variety of skills in a great number of diverse and dissimilar employing units. It is impractical to define here an appropriate area or method of recruiting applicants applicable to all University employment because the distribution and practical availability of qualified potential applicants are not uniform. For example, applicants for clerical employment are usually found in the immediate geographic area in which the University is located, but faculty are drawn from a nationwide and, on occasion, from a worldwide availability group.

However, it is appropriate to distinguish in general terms the major recruiting differences within the University. Faculty, administrative, professional, and certain technical personnel are recruited primarily through the efforts of the department head or administrative officer, while the Personnel Services Office acts as a primary recruiting source for other personnel categories.

Formal University policies on the recruitment and selection of A & P and Career Service personnel are included in the Appendix (X) and should be noted in connection with the recruiting plans found also in the Appendix (R,S).

## DEPARTMENTAL RECRUITING PLANS

In order to enhance and ensure the broadening of the base of qualified applicants, each employing unit performing the recruiting function for faculty, administrative, professional and technical positions has been required to develop a written recruiting plan for approval by the appropriate vice president or other University official, which will be utilized for recruiting all qualified applicants. Each unit's plan

includes (a) a description of the functions performed in the unit, (b) the criteria for personnel selection and (c) requirements for documentation of the recruiting effort. The plan is specifically designed to attract and encourage qualified applicants to apply for vacant positions, including both members and nonmembers of minority groups--and both men and women. A copy of one such plan, now required for all USF offices, is included in the Appendix (R).

For those position vacancies not covered by the above procedure and for which the University's Personnel Services Office acts as a primary recruiting agent, there is being developed and publicized appropriately a statement of the recruitment process followed by the Personnel Services Office.

A copy of the latest draft of that document is also included in the Appendix.

Since the Personnel Services Office does not function as a centralized employment unit and serves only as a preliminary screening referral unit, each employing unit must file for each vacancy, as required by the University's recruitment plan, a description of the duties to be performed and the criteria by which it will evaluate applicants beyond those specified in the established official classification specifications. It is also the responsibility of each employing unit to be able to document, by vacancy, the applicants considered, and the offers made, accepted, or rejected.

Regardless of method of recruitment, all applicants found to be qualified to fill a position vacancy are to be evaluated only on the basis of qualifications specifically related to the position for which they are being considered and the needs of the University, since superfluous education and skill requirements tend to perpetuate discrimina-

tory practices.

Written job descriptions and minimum training and experience requirements are maintained in the Personnel Office for all positions for which a formal classification plan exists. A statement of responsibilities and training and experience criteria will be developed as part of the employing unit's recruitment plan.

Each employing unit is to prepare and maintain, therefore, a record concerning each position classification therein. It must include the following: 1) A written job description or, in the case of formally classified positions, a copy of the official job description. In departments where a number of positions exist which are basically the same in terms of duties, responsibilities and qualifications, and where turnover warrants, one job description may be used for all vacancies as a group. 2) Written criteria against which applicants' suitability for employment in the vacant position will be judged. In the case of formally classified positions, it will be necessary to document criteria beyond those stated on the official class specification, if such criteria are utilized. 3) The employing unit's recruitment plan for the position and a statement of the actual efforts taken to recruit applicants where the unit was responsible for recruitment.

It is anticipated that if vigorous recruiting for applications is practiced, and if personal actions are taken only upon the basis of job-related qualifications, the utilization of members of minority groups and women will increase substantially in many areas.

Detailed policies and procedures for dealing with special problems in each area of the University are being developed by the vice presidents and promulgated as appropriate--and thereby incorporated into the USF Affirmative Action Plan.

During the next six months, an indepth examination of the recruitment and selection process at USF will be undertaken by the Personnel Services Office. Recommendations are expected to be made by early 1975.

We have already reviewed our employment application form in accordance with the Equal Employment Opportunity Commission Guidelines to determine if questions are job related and non-discriminatory in effect. Our findings have been submitted to the Department of Administration in Tallahassee for final review.

## SPECIAL RECRUITING EFFORTS

Special efforts to recruit minority personnel have included and will include consideration of the following: (1) Creation of a "Human Resources Bank" in the Personnel Office to catalog information regarding the employment potential of present USF minority employees and applicants; (2) a professional staff exchange program with black colleges; (3) utilization of minority graduate students in administrative interm programs and minority coop students from other institutions. See the Appendix (W) for examples of special efforts to recruit black faculty.

## TESTING

The appropriateness and validity of the tests required by the State Division of Personnel have been a matter of considerable concern by all SUS university personnel directors and, as a group and individually, they have gone on record in pointing out to the State Division of Personnel the problems which they see in the testing program.

As a result of these expressed concerns, and more particularly as a result of an HEW audit of the University of Florida, the State Division of Personnel requested, and has received, funding of a grant, the purpose of which is to conduct a validation study of the tests required by the State. The Division of Personnel has requested considerable input and

statistics from each of the universities and other state agencies in an effort to determine whether or not the tests are related to the jobs actually being performed. Preliminary results indicate that State Personnel Tests may well be discriminatory (see the Appendix (T).

In early 1973, representatives of HEW met with representatives of the Division of Personnel to review with the Division of Personnel the testing program and what was needed to validate their tests. A proposed completion date was not then set because of the size of the task involved; however, it is expected that it will be at least another year or two before any significant changes in the testing program are made.

The USF Personnel Office has been keeping statistics on the difference between minorities and nonminorities who pass or fail the tests and has been, on a periodic basis, forwarding these data to the Division of Personnel for input into their study.

JOB CLASSIFICATION AND ASSIGNMENT

It is the policy of the University to classify positions and assign personnel without regard to race, color, creed, religion, sex, age, or national origin. It is not the policy of the University to cluster women or minorities in any specific areas of responsibility, but rather to make employment opportunities available to any and all on the basis of the individual's qualifications and the specific requirements of the position. Positions will continue to be classified on the basis of duties and responsibilities of the job and not on the qualifications possessed by the applicant or incumbent. Appointments or assignments will be made on a nondiscriminatory basis, based upon the qualifications of the individual to perform the duties or responsibilities of the position.

Efforts will be made to ensure that such assignments and classifications are not unlawfully discriminatory. To that end, a recent study

by the Status of Women Committee was requested to identify "sexist nomenclature" and recommend non-sexist alternatives. A copy of the report is included in the Appendix.

## PROMOTION

It is that policy of the University that personnel be promoted on a nondiscriminatory basis. In the case of academic personnel such promotions shall be based primarily on the performance of the individual in carrying out the assignment for which he is employed. Career Service and Administrative and Professional employees have the opportunity to advance by position through the University's promotion from within program. Career service positions are grouped into "job families", and promotion ladders have been considered to encourage employees to seek more responsible and higher-salaried positions. This program requires that vacant positions be posted on bulletin boards located throughout the campus for a specified period of time and permits their being made available to present employees before new applicants are considered.

## SALARY AND FRINGE BENEFITS

It is the policy of the University that salaries are to be administered on a nondiscriminatory basis. Salary adjustments are afforded academic personnel on the basis of the individual's performance in carrying out the assignments for which he or she is employed. In the case of Career Service and Administrative and Professional employees, the University operates within the uniform statewide pay plan and equitable salary fringe benefits are administered to each employee on a nondiscriminatory basis. See previous discussion.

We have identified some questionable aspects of the treatment of pregnancy and related disabilities under our insurance and leave plans.

These concerns have been forwarded to the University's General Counsel for review and advice.

## CONDITIONS OF EMPLOYMENT

It is the policy of the University that a strict policy of non-discrimination be maintained in all conditions or terms of employment including work assignments, research and grant opportunities (note the distribution of grant positions, provided in Section III), released time, allotments or operating funds, use of facilities, education and training opportunities, and opportunities to serve on committees and decision-making bodies (see the form in the Appendix (V).

## TRAINING AND PROFESSIONAL DEVELOPMENT

It is the policy of the University that training and professional or personal development opportunities be afforded to all University personnel on a nondiscriminatory basis. Furthermore, special efforts will be made by the University to carry out training and professional improvement programs aimed at expanding the opportunities for employment and advancement of its personnel.

Training and development programs at USF include the ones noted in Appendix (M).

## LEAVE

It is the policy of the University that all annual, professional, and sick leave programs be administered on a nondiscriminatory basis. This includes the authorization for employees to use accumulated sick leave for maternity purposes. Employees taking maternity leave are assured the same or equivalent position in the same college or division from which they took leave.

## TERMINATION

It is the policy of the University that no employee have his or

her employment terminated for reasons related to race, color, religion, creed, sex, age, or national origin. A regular report of terminations by race and sex will be fully implemented during the coming year to ensure that that policy is carried out. See the materials in the Appendix (I, N).

Appropriate grievance procedures are available to personnel who feel that they have been the object of discriminatory practices which resulted in the termination of their employment.

## GRIEVANCES

The University provides adequate procedures so that any employee who feels that he or she has been discriminated against in employment promotion, work assignments, or for any other reason, may seek redress through such procedures. Such grievance procedures are set forth in University policies for the various categories of employees, as noted above.

All University employees have the right to pursue the resolution of a grievance without fear of coercion, dismissal or reprisal. Discharging or discriminating against an employee because of his/her filing a complaint or participating in a grievance proceeding is clearly a violation of University policy. Employees are advised of these rights in orientations and in the University's Personnel Policies and Procedures manual.

## EMPLOYEE PERFORMANCE APPRAISAL

The Performance Appraisal form for Career Service employees has been revised to include evaluation of the supervisor's commitment to affirmative action. Other employees are evaluated less formally; however, they have been advised that they will be evaluated on the basis of their performance in connection with affirmative action.

## DISCIPLINARY ACTIONS

A proposal to establish review procedures which will ensure that all supervisors are being reasonably consistent in taking disciplinary actions

against employees involved in similar situations is currently under review.

Goals Other Than Hiring and Recruiting. The goals stated here are for continuous affirmative action in regard to faculty employees. Completion dates are not specified for some of them. Each of the goals, as implemented, should establish its own periodic monitoring and system of checks and review. These goals are broad in scope and can be effected by colleges and non-teaching academic units willing to devote special efforts to their accomplishment.

The designated equal opportunity officers and assistants cannot; themselves, effect an equal opportunity-affirmative action program. Therefore, there must be a broadening of university-wide awareness and support. Goals must be accomplished primarily throughout the respective colleges and departments and other organizational units.

Some of the actions outlined below are now being or soon will be implemented. Nevertheless, they are listed as future commitments for the sake of convenience:

## Academic Affairs

### Goals Other Than Hiring and Recruiting

| Goal | Action To Be Taken | Responsibility | Time |
|---|---|---|---|
| Redefinition, and synchronization, of faculty grievance procedures.<br><br>Purpose: Avoidance of complaints; preventive. | Each college to submit to (Academic) Vice President's office an outline of its process for hearing faculty complaints. Vice President to state the channels of review and decision common to all; to redefine the new scope of the Academic Relations Committee; to promulgate this restatement to each member of the faculty.<br><br>Comment: Although the university statement has been made, there is no college-uniformity in its observance. Some colleges have clear-cut procedures, others have less. Individuals by-pass colleges, with personal complaints to the Vice President. | Vice President and Deans | Spring, 1975 |
| Redefinition of the role of Special Assistants (for equal opportunity) with respect to complaints. | Incorporate in the redefinition of grievance procedures. | Vice President and Special Assistants | Spring, 1975 |
| Redefinition of criteria for tenure and promotion and of the process of evaluation. | Each college to state, in writing, its own criteria for judging tenure and promotion and its machinery for doing so; these criteria to be filed in the office of the Vice President for Academic Affairs. | Vice President, Assistant Vice Presidents<br><br>College Deans | December, 19 |

| Goal | Action To Be Taken | Responsibility | Time |
|---|---|---|---|
| edefinition of riteria for tenure nd promotion (con-inued). | Definition of criteria applicable generally to all colleges (as the rules for voting on tenure) to be made by the Vice President's office and promulgated to all members of the faculty. Those uniformities which are general are being unevenly practiced and are not well-understood by faculty. (Include explanation of the process and structure of administrative action). | Vice President<br><br>Assistant Vice Presidents<br><br>College Deans | September, 1974 |
| ncrease faculty nderstanding of ersonnel procedures.<br><br>urpose: Avoidance f equal opportunity omplaints. | Make an explanation of the types of contracts issued to faculty (with samples attached); the legal significance and governing regulations. Include Personal Payroll Proposal Form and explain its use. Include, also, a structural explanation of the several areas of responsibility in the Vice President's office (which assistant issues and amends contracts; who allots lines and who adjusts matters of personnel, etc.) Disseminate to faculty. | Assistant Vice Presidents | September, 1974 |

| Goal | Action To Be Taken | Responsibility | Time |
|---|---|---|---|
| Restructure and redefine the duties of the Special Assistants for Equal Opportunity. | Outline the specific duties which are university-wide in application (updating of Action Plan; monitoring of general goals; reports requested by the Coordinator of Equal Opportunity).<br><br>List the duties in the Office of the Vice President: liaison with colleges; aid in recruitment; review of "applicant flow"; reports and research on relative personnel status; analyses of practices and trends, concerning women and minorities, in salary and promotion; monitoring of hiring goals and goals in rank.<br><br>Establish firm and clear procedures for personnel data and equal opportunity information needed from colleges and departments. Promulgate to colleges and faculty a description of these procedures, together with the Vice-President's endorsement of the Special Assistants as his agents to carry them out. | Vice President<br><br>Assistant Vice President<br><br>Special Assistants | October, 1974 |

| Goal | Action To Be Taken | Responsibility | Time |
|---|---|---|---|
| Establish specific recruitment and hiring procedures; promulgate generally. | Special Assistants to write the detailed process (ABC's) of recruitment and hiring; legalities; forms; suggested advertising media; filing of copies of advertisements; suggested areas of availability and recruitment. Include discussion of problems of initial salary and rank for minorities and women, and of selection criteria. Include also a process for ensuring that a minority and a female candidate have been considered (where possible) for all appointments prior to approval at the vice presidential level. | Special Assistants | Spring, 1975 |
| Salary equities.<br><br>Purpose: Prevent retrogression into discriminatory pay conditions. | Periodic survey and in-depth study of relative salary status of male and female and of Caucasian and other ethnic groups. | Deans and Special Assistants | Continuous no less than annually. |
| Establish equal opportunity liaison with colleges.<br><br>Purpose: Liaison and awareness of affirmative action.<br><br>Reason: The Special Assistants need such liaison; too much is left by colleges to the several equal opportunity officers and staff; too little is known and practices in affirmative action. | Designate one, or more persons of each college to work with Special Assistants (and through them, with the Vice President and the Coordinator of Equal Opportunity).<br><br>This person is to submit and collate all requested data (as the periodic updated action plan goals); is to act as liaison with Special Assistants, in affirmative action complaints and concerns; is to update college recruitment plans; submit copies of job-advertisement and data on hiring, termination, promotion and other matters concerning minorities and women. | Deans<br><br>Special Assistants | Fall, 1975 and continuous thereafter |

| Goal | Action To Be Taken | Responsibility | Time |
|---|---|---|---|
| Sequence of training seminars. | Conduct periodic training seminars in affirmative action and equal opportunity for the college staff assigned to equal opportunity. Instruct also in general grievance and complaint process.<br><br>Hold seminar prior to each major data-form requested of colleges. | Vice President<br><br>Assistant Vice President<br><br>Special Assistant | Continuous |
| Revise equal opportunity portions of computer and other data-process.<br><br>Purpose: Avoid hours of hand-manipulation of computer runs to [illegible] data.<br><br>Reason: The systems programming for equal opportunity has too many variables (parameters) in each run for yieldy use. The ramifications of "other minority" data (relatively meaningless at USF) has obscured the two main categories of affirmative action comparison: Caucasian-black; Male-female. | Instruct Special Assistants and other staff in the general mechanics of the data-process and computer operation. Teach them the code-name of the pertinent personnel card-deck and the library where it is stored. Teach them the rudiments of program-planning.<br><br>Encourage each Special Assistant to submit and/or program his/her own areas of needed information and permit those who work with equal opportunity statistics to set and control the basic information of computer runs. This cannot be done in group discussion. | Vice President (Administration)<br><br>Coordinator of Equal Opportunity<br><br>Special Assistants | Continuous |

| Goal | Action To Be Taken | Responsibility | Time |
|---|---|---|---|
| Establish data priorities and expand data sources for equal opportunity information.<br><br>Purpose: Increased awareness and removal of hardship.<br><br>Reason: equal opportunity data has usually been at the bottom of the priority list. | Make a system-wide awareness of the importance of equal opportunity-affirmative action data and see that the latter is high on the priority list. Inform Academic Planning and Analysis and other resource areas of this priority. | President<br><br>Vice Presidents<br><br>Assistant Vice President (Academic Affairs) | Continuou |
| Encourage management training for women and minorities.<br><br>Purpose: upgrading.<br><br>Reason: Frequently minorities and women are used administratively chiefly in connection with equal opportunity and affirmative action. They are sparsely used in other "decision-making" and lucrative places. Highest pay and administrative rank are still largely allotted to the Caucasian male. | Study development of a systematic policy and procedure of management training (or internship) for minorities and woman. Include them as assistants to administrative officials, deans, directors and chairmen. | President<br><br>Vice Presidents | Spring, 1975<br><br>Continuou thereafte |

| Goal | Action To Be Taken | Responsibility | Time |
|---|---|---|---|
| Review of women and minorities in management.<br><br>Purpose: Increased participation. | Administrative work-force analysis: make a thorough in-depth study of the salaries, numbers, rank, of minorities and women in administration. Set goals for the hiring of minorities and women to such places. | President<br><br>Vice Presidents | January, 1975 and periodically thereafter |
| Periodic Affirmative Action Reviews. | Review the following:<br><br>1. Adequacy of equal employment opportunity staff for its development, advancement, and monitoring programs.<br><br>2. Opportunities for informal employee exchanges with administration.<br><br>3. Opportunities for women and minorities to participate in training programs.<br><br>4. Affirmative action orientation of deans, directors and other hiring authorities and their awareness of responsibility for equal opportunity implementation.<br><br>5. Recruiting and hiring practices and "applicant flow", together with methods for monitoring.<br><br>6. Methods of evaluating faculty, professional and career service staff. | President<br><br>Vice Presidents | Periodic |

| Goal | Action To Be Taken | Responsibility | Time |
|---|---|---|---|
| odic Affirmative ion Reviews (con- ued). | 7. Personnel policies for faculty, professional and career service staff.<br>8. The process of referral of job applicants, together with the methods of testing and classifying applicants.<br>9. Progress in establishing child-care centers.<br>10. Leave policies, including maternity leave and observance of such policies.<br>11. Fringe benefits and insurances, particularly with reference to discriminatory sex or ethnic provisions.<br>12. Career-counselling for women and minorities with emphasis on restructuring and on community liaison with returning older students among women.<br>13. Areas of special use to women and minorities, as the Center for Women and the programs for black faculty and staff.<br>14. The extent to which continuing education is effective for women and minorities, compared with the effectiveness of continuing education elsewhere in Florida for these groups. | President<br>Vice Presidents | Periodic |

| Goal | Action To Be Taken | Responsibility | Time |
|---|---|---|---|
| Periodic Affirmative Action Reviews (continued). | 15. Resources provided for affirmative action programs and the extent to which equal opportunity areas bear the budget economy of their respective locations.<br><br>16. Representation of women and minorities on search committees.<br><br>17. Effectiveness of the monitoring system, with reference to appointments; salary and personnel procedures; and achievement of goals within ranks. | President<br><br>Vice Presidents | Periodic |

# SEX DISCRIMINATION GUIDELINES

● The purpose of this section is to implement the requirements of Executive Order 11375, outlining opportunities for individuals, regardless of sex.

It is the policy of this company to recruit employees of both sexes for all jobs unless sex is a bona fide occupational qualification.

Advertisement in newspapers and other media for employment will not express a sex preference unless sex is a bona fide occupational qualification for the job.

Written personnel policies will expressly indicate that there shall be no discrimination against any employee on account of sex.

When dealing with a bargaining unit (union) for employees, and there is a written agreement on conditions of employment, such agreement will not be discriminatory because of a person's sex.

Employees of both sexes shall have equal opportunities to any available job that he or she is qualified to perform, unless sex is a bona fide occupational qualification.

There will be no discrimination based upon sex in employment opportunities, wages, hours, or other conditions of employment. This includes employer contributions for insurance, pensions, welfare programs and other similar "fringe benefits".

There will be no discrimination between married and unmarried persons of one sex that is not made between married and unmarried persons of the opposite sex.

Employment will not be denied to women with young children.

An employee of one sex in a particular job classification will

not be terminated upon reaching a certain age unless the same rule is applied to members of the opposite sex.

Physical facilities will be made available to employees of both sexes.

A female employee will not be denied the right to any job that she is qualified to perform in reliance upon a State "protective" law.

Women will not be penalized in their conditions of employment because they require time away from work on account of childbearing. Following childbrith, and upon signifying her intent to return within a reasonable time, such female employee shall be reinstated to her original job or to a position of like status and pay without loss of service credits.

There will be no age distinction for male and female employees on the basis of sex in either mandatory or optional retirement.

Seniority lines and lists will not be based solely upon sex.

Wage schedules will not be related to or based on the sex of the employee.

Affirmative action will be taken to recruit women for jobs where they have been previously excluded.

● ENROLLMENT GOALS. The general and long-range equal educational opportunity goal of the University of South Florida is to enroll and educate a diverse student body. It will therefore be important to compare USF with availability in the normal "feeder" sources for the institution. The more specific and shorter-range goal is to achieve the enrollment goals set out below, thereby demonstrating the University's commitment to equal educational opportunity.

On the basis of the factors noted above, the following headcount enroll-

ment goals for black[1] students in the next five years are set out:

USF STUDENT ENROLLMENT FIVE-YEAR PROJECTIONS

| | No. | % |
|---|---|---|
| 1973/74 | 746 | 4 |
| 1974/75 | 900 | 5 |
| 1975/76 | 1387 | 6.5 |
| 1976/77 | 1453 | 7.5 |
| 1977/78 | 1560 | 8 |
| 1978/79 | 1593 | 8 |

Achieving The Goals. To help ensure that the enrollment goals set out are achieved, a number of special efforts are being undertaken.

RECRUITMENT

It is assumed that a person's ability to function in virtually any area of human endeavor is not and should not be affected by considerations of race, color, creed, religion, sex, age or national origin. It appears that the number of minority students who apply for admission to the University is slightly lower than might be expected, considering the number of high school and community college graduates in this geographic area. Likewise, it appears that minority and women students are concentrated in certain areas of study while their numbers are very sparse in others.

However, there is absolutely no evidence of unlawful discrimination in passing upon applications for either undergraduate or graduate enrollment in

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[1]Specific goals are set out only for black students because available data do not indicate the existence of or extent of underutilization in other categories.

the University or in the treatment of admitted undergraduate or graduate students. The number of members of minority groups and women who apply for and are accepted in graduate programs appears to reflect inadequate recruiting of applications from these categories of prospective graduate students, and, perhaps, because of "reputational" factors based on past practices.

Accordingly, in consultation with the appropriate Special Assistants for Equal Opportunity, the Vice Presidents for Academic Affairs and for Student Affairs through the reassigned Division of University Studies will intensify their areas' efforts to attract applications from qualified prospective minority undergraduate students (both high school and community college graduates) and markedly increase efforts to attract applications from qualified minority persons and women for the University's graduate programs. And for this purpose, at least one USF employee in the recruiting-admissions area has been assigned full time responsibilities as a recruiter, with special concern for recruiting minorities. Moreover, where needed, special publications for minority students are being developed.

## ADVISING AND COUNSELING

There is some indication that inadequate counseling and advising may have resulted in the disappointingly low number of minority applications and in the overconcentration of certain students in areas traditional for their groups. Students should be assisted in attaining educational and career objectives for which they are or can be qualified without regard to race, color, creed, religion, sex, age or national origin. Indeed, the career opportunities for minorities and women have never been greater and expectations are that those opportunities will continue to increase.

Advising and counseling of students and prospective students must emphasize the non-traditional opportunities for minorities and women and

bring to their attention the opportunities available for developmental service, career information and placement, financial aid and other student services. And the special needs of minority students must continue to be a special concern of the USF Personal Resource Center and the Division of University Studies.

## STUDENT EMPLOYMENT

It is the policy of the University that students employed by the University be employed without regard to race, religion, color, sex, or national origin.

## HOUSING

The Division of Housing assigns or recommends housing without discrimination based upon race, color, religion, sex, or national origin. Any agent or individual who offers housing to the University of South Florida students on a basis which violates this policy will be barred from listing housing with the University for either staff or students. Attempts are being made to staff residence halls at all levels with minority group representation. Housing regulations contain no specific references to rules governing women only.

## FINANCIAL AID, CAREER PLANNING AND PLACEMENT

Student employment and other forms of student financial assistance are based on student and University needs. It is the policy of the University that financial aid be administered strictly on a nondiscriminatory basis.

Employment agencies which exclude minority group applicants or unfairly deny women eligibility consideration will be refused services of the USF Career Planning and Placement Center and will not be sent credentials of students or allowed recruiting privileges on campus. It is the policy of the Career Planning and Placement Center of the University to require that every employer using placement services be an Equal Opportunity Employer.

## SEX DISCRIMINATION BY STUDENT ORGANIZATIONS

The registration of an organization which restricts membership on the basis of race, religion, or national origin will be denied. The registration of an organization which restricts membership on the basis of sex will be denied unless that organization shows a reasonable relationship between such restriction and the valid interest of the organization.

No student may be excluded from membership on the basis of race, religion, or national origin.

No student may be excluded from membership on the basis of sex unless: (i) the organization shows a reasonable relationship between such exclusion based on sex and the valid interests of the student organization and (ii) said interests of the organization substantially outweigh the interest of a student who is denied membership.

## GRIEVANCE PROCEDURES

Any student believing that the University's Equal Opportunity policies for students have been violated or are in danger of violation may file a complaint in writing with the Special Assistant for Equal Opportunity, Office of the Vice President for Student Affairs, who has the responsibility for investigating all grievance complaints and working with the Vice President for resolving the complaint in such a way that any discriminatory practices are corrected. Students are ensured the right to pursue the resolution of a complaint without fear of coercion or reprisal.

## AFFIRMATIVE EFFORTS TO INCREASE AND MAINTAIN MINORITY ENROLLMENTS AT USF

The office of New Student Relations in cooperation with the Office of Community College Relations has primary responsibility for the maintenance of relations with high schools and community colleges. The appointment of a Black admissions counselor in Fall, 1973,with the responsibility for coordination with these offices for the purpose of attracting minority students will help to enable us to achieve our established goals.

The Admissions Office has primary responsibility for deciding who is admitted to the University as of the beginning of Winter Quarter '73. The Assistant Director of Admissions is a Black woman who has the authority to admit up to10% of the entering students to the University who do not meet the State-established numerical admission criteria, which greatly improves our ability to admit talented minority students not otherwise meeting the criteria.

In the fall of 1972, the USF-HCC dual enrollment program was established. This program allows students attending HCC (Hillsborough Community College) to take courses at USF without additional cost. This program is expected to ease greatly the way for minority students to transfer from HCC both academically and financially.

The Graduate Studies Office has primary responsibility for coordination of the University's graduate programs and is very interested in increasing the minority enrollment at the graduate level. In June, 1973, the graduate studies office established the Minority Graduate Assistantship Program. This program provides seven minority graduate students with $3,200 per year for graduate studies at the University of South Florida. In July, 1971, a subscription to the Graduate Admission Association Center Listing was taken and minority student's names from this list are made available to the nine colleges who contact those students expressing an interest in the particular college.

In the fall of 1973, the Graduate Studies Office began subscribing to the Minority Student Locator. 300 minority students expressing an interest in Ph.D. Programs have so far been provided by this service. This list has been provided to the University's Ph.D. Advisory Committee who will attempt to recruit students appearing on the list. It is expected that this list will greatly assist us in our efforts to greatly increase minority student enrollment.

Efforts to encourage minority graduate students to enter such fields as Engineering are also uder way. See the Appendix Z.

The Special Academic Advising Program has primary responsibility for the provision of special assistance to minority students and their academic careers at USF. Beginning Fall, 1974, this office will be provided with the necessary data, resources, and staff (trained peer advisors) to offer every entering minority student information and assistance concerning university curriculum, course scheduling, academic program planning, academic policy and procedures and other pertinent information the student might need to plan his academic career at the university while taking full advantage of the university's total academic spectrum.

Beginning in the fall, 1974, the Counseling Center for Human Development will offer tutorial assistance on a group or individualized basis to students experiencing academic difficulty. Every attempt will be made to staff this program with minority tutors. Trained peer counselors will also be provided to serve as outreach to students with test scores or academic records that indicate that the student might run into academic difficulty.

The Office of Cooperative Education and Career Placement have primary responsibility for the students' career development through counseling, part-time employment and career education. Special programs are being developed to meet the special needs of minority students for information, counseling, and work experiences to assist these students in developing career goals in line with

their abilities and make available opportunities as early in their academic career as possible. A special $20,000 federal grant has been secured for the Cooperative Education office for the expressed purpose of recruiting minority students into the program.

Special efforts are made to involve minority students in all phases of the University life--Student Government, Secretary for Minority Affairs; College Councils, and other Student Organizations.

The Division of University Studies through the Special Advising Program offers Black and minority students special assistance related to the academic careers at USF by providing individualized and group sessions for this purpose. Students may receive assistance with course scheduling, academic program planning, academic policy and procedure information and other matters concerning the students' academic program. A number of students are trained as Peer Advisors and are available to bridge the gap between Black students and the Academic Advising Office.

Students desiring tutorial assistance in their courses may apply first to the course coordinator and if necessary to the Tutorial Coordinator in the Counseling Center for Human Development, where tutoring may be arranged on an individual and group basis.

Developmental English is incorporated into the basic English courses and developmental math is available through special arrangements with Hillsborough Community College.

The Reading-Study Skills Service provides diagnosis and evaluation of reading skills and study habits. Two approaches are offered: 1) non-credit classroom courses are offered which include extensive instruction and practice in word attack, vocabulary, and comprehension skills; 2) an Independent Study non-credit course is available with the emphasis on the unique individual need. Reading-Study Skills Laboratory Service is available for all students enrolled in either the classroom or independent study sections.

Students are guaranteed one full year retention upon admission to the University giving the student time to make the adjustment to college life.[1]

The University sponsors a wide variety of clubs, organizations and activities to enhance the out-of-classroom education of the student.

In addition to traditional offerings that one might expect to find on a major university campus, there exists a number of activities and organizations that meet the unique needs of Black and minority students.

The Black Student Union was organized to further the interest of the Black community politically. culturally and academically in order that the group may function as an integral part of the University.

Among its activities, the Black Student Union sponsors a "Black Emphasis Week" in which Black culture and exhibits are emphasized. Also, the "Miss Uhuru" contest and ball is sponsored the first quarter each year. This includes young ladies from the USF campus who vie for the title. The ball is the finale of this affair. The Black Student Union Office is located in the University Center (Room 286) to provide campus information, student organization activities, meetings, referrals, etc. There is also a Rap Room for informal gatherings.

There are currently three national, traditionally Black fraternities and two national Black sororities functioning on campus. The sororities are: Alpha Kappa Alpha and Delta Sigma Theta. The fraternities are: Alpha Phi Alpha, Kappa Alpha Psi and Omega Psi Phi.

[1]"Drop-out" statistics by race have never been maintained by individual student at USF. The Office of Academic Planning and Analysis began an attrition study by discipline and level for all students in 1972 but no data are currently available. Presently, there are no definite plans to maintain "drop-out" statistics by race at USF--although the matter is under discussion.

A recent related study, however, concluded that "of 567 identifiable Black students enrolled at USF during the 1972-73 academic year, the median GPR was 2.500." Of that number, only 15 students had a GPR below 1.0 and 108 had a 3.0 or better. These figures compare favorably with the presumed "all-student averages" (which are no longer computed).

SI SI (Us) is an attempt to improve the communications among minority students. Through this organization we can promote an interest in journalism, photography and writing. The first project of the group will be to publish a yearbook which will become an annual publication. It will encompass photography, drawings, essays, poetry and layouts.

The USF Gospel Choir is one of the largest Black organizations on campus. The choir has made numerous performances in churches of all denominations throughout the state. They have also performed at the CORE National Convention in New York.

The Interclub Council is composed of two representatives from each of the seven organizations at USF. The Interclub Council was started to provide and to better communication among the Black organizations.

The Ethos (Women's Service Organizations) is a volunteer Black women's service organization. The group members volunteer their services in the community as well as in and around the campus.

The University also has a student-run "Women's Center" to deal with and make recommendations on the problems of female students.

Finally, in support of the Afro-American Program, the Women's Studies Program, and the courses on American Indians the USF Library has acquired many books and is subscribing to the major journals in these fields. Since these books and journals classify in many different locations, a count of the number of volumes is not available.

To enable students and faculty to become more familiar with library materials in these areas, exhibits are mounted annually. Bibliographies of reference sources are prepared in conjunction with the exhibits and are available for distribution throughout the year.

The Instructional Materials Center has collected books, filmstrips,

and records in these areas with special emphasis on Afro-American materials. Augusta Baker, distinguished children's librarian and author of Black Experiences in Children's Books has described the IMC collection of materials for black culture one of the best outside of traditionally black institutions.

- PROCUREMENT GOALS. The USF Division of Procurement has recently undertaken a number of special efforts to increase the proportion of University purchasing from and contracting with businesses operated by members of minority groups. This "Minority Vendor Program" is intended to be one method of implementing the University's Equal Opportunity policy and seeks to encourage competitive bidding by qualified vendors regardless of race, color, creed, religion, sex, age or national origin (see the memorandum in the Appendix (Y)). These special efforts include:
  - The placing of special advertisements in local newspapers and other media directed at minority vendors.
  - The hosting of special luncheons for minority vendors at which State regulations are discussed, as well as the special problems of the minority vendor.
  - Utilization of the student newspaper and the faculty-staff newsletter to enlist the assistance of members of the University Community in attracting minority vendors.
  - Development of special arrangements with the USF Comptroller to permit, under certain circumstances, the more rapid payment of small vendors who cannot afford to await payment for the longer period often required for State processing.
  - Planning for special efforts, such as a "trade fair," TV appearances, etc.

It is hoped that these additional efforts will result in more minority vendors doing business with the University. However, because of the nature of State purchasing requirements and the scarcity of minority vendors offering goods and services purchasable by the University, quantitative goals cannot be set out. Rather the University must establish a general procurement goal of significantly increasing the number of identifiable minority vendors doing business with the institution.

## INTERNAL AUDIT AND REPORTING

The Equal Opportunity Coordinator, with the assistance of the special assistants for equal opportunity, is responsible for coordination of the reporting and auditing of the implementation of the affirmative action program. Administrative responsibility for implementation itself rests with all University officials, including the Vice Presidents who are the Equal Opportunity officers for the University, and ultimately, the President.

Each employing unit shall be scheduled for regular periodic reporting on forms approved for that purpose. Each Vice President shall fix appropriate reporting schedules for each unit within the respective areas of responsibility. In determining the frequency of reporting, consideration shall be given to the ordinary experience of the unit's having position vacancies.

The Equal Opportunity Coordinator shall supervise a continuing review of the implementation of the affirmative action plan and report the results thereof to the President for appropriate action, if indicated. All University records and statistical data together with any other relevant and material matter shall be considered in evaluating the effectiveness of the affirmative action plan.

Reporting forms and related materials may be found below:

## Process for Periodic Monitoring of Institutional Progress Required by the SUS "Plans for Equalizing Educational Opportunity in Public Higher Education in Florida

On a periodic basis (as indicated below) beginning in the fall of 1974, the major divisions of the University will submit progress reports (in the form described below) to the Office of the Equal Opportunity Coordinator. The reports will be summarized and compiled for submission to the BOR office.

Areas to be covered by the reports are:

STUDENTS
- Student Enrollment Data
- Student Recruitment and Admission Activities
- Student Advising & Counselling Activities
- Student Financial Aid Data
- Student Employment Data
- "Student Activities" (including student organizations, athletics, housing, etc.)
- Student Graduation (& Placement) Data

EMPLOYEES
- Employment Data (Faculty & Staff)
- Faculty and Staff Recruitment Activities
- "Affirmative Action" Activities

PROGRAMS/FACILITIES
- Academic Programs & Related Activities
- Use of Facilities

To Be Submitted Quarterly ARE:

- Student Enrollment Data
- Employment Data

TO BE SUBMITTED IN THE FALL & SPRING (in the format shown or one similar to it) ARE:

| GOAL/ PROBLEM SITUATION | ACTION TAKEN OR PLANNED | OFFICIAL/ OFFICE RESPONSIBLE | TIME-FRAME | COMMENT(including Resources, where Applicable) |
|---|---|---|---|---|
| | | | | |

Student Recruitment & Admission Activities

Student Advising & Counselling

"Student Activities"

Faculty & Staff Recruitment Activities

TO BE SUBMITTED ANNUALLY (in the Spring and as indicated) ARE:

"Affirmative Action" Activities (above format)

Use of Facilities (above format)

Student Financial Aid Data (appropriate federal form now used)

Student Employment Data

Student Graduation Data (same as above)

Student Admission Goals

Employment Goals

## EQUAL OPPORTUNITY RESOURCES

## AT USF - A SUMMARY

Many types and amounts of resources (personnel and funding) are utilized at USF for equal opportunity purposes. Some of them are noted below:

- PERSONNEL

  (6) Six persons (about 3.25 FTE) with specific equal opportunity responsibilities (not including supporting clerical/secretarial staff), representing about $60,000 in salaries.

- FUNDING (gross estimates)

| | | |
|---|---|---|
| Minority Recruiting Activities (personnel and student) . . . . | $ 40,000 | |
| Printing . . . . | 3,000 | |
| Travel . . . | 2,000 | |
| Other expense . . | 15,000 | (incl. computer programming) |
| "Peer Advising Program" | 2,000 | |
| Special Programming | 10,000 | |
| Financial Aid | 350,000 | (incl. federal funds) |
| "Upward Bound" | 212,000 | (incl. federal funds) |
| Special Projects | 20,000 | (Coop Minority Program) |

## V. CONCLUSION

To assure the continued viability of the USF Equal Opportunity Program and to achieve the equal employment and educational opportunity goals set out above, the University must have -- and expects -- the cooperation of all members of the faculty, staff and student body, as well as the interest and assistance of local community groups in positions to be of help. No University program can be effective *in vacuvo*; it must be supported by appropriate personnel and groups on campus and off. For that reason, the University will continue to participate in local community action efforts and encourages those persons active in such efforts to provide the institution the benefit of their counsel and advice. The inherent interrelationship of all groups, organizations, and institutions concerned with affirmative action to insure equal employment and educational opportunity for all of our citizens requires such cooperation if *any* are to succeed.

# VI. APPENDIX

A. Equal Opportunity Contacts Form

B. Guidelines for Members of the Equal Opportunity Committee Grievance Committee

C. USF Organizational Chart

D. Letter Regarding SUS Affirmative Action Personnel from Boutwell to Young

E. Equal Opportunity Data for the Tampa Bay Area

F. Florida Student Enrollment Data

G. EEO Code Definitions and USF Positions by EEO Code

H. USF Budgetary Units

I. USF Faculty Salary Distribution Data by Rank

J. USF Faculty Data for Selected Colleges

K. Employment Data (HEW Format)

L. Applicant Flow Monthly Report

M. USF Personnel Training and Development Programs

N. Termination Data

O. Turnover Data

P. Hiring Goals for the Nine USF Colleges

Q. Instructions for Completing the Hiring Goals Form

R. Sample Recruiting Plan

S. Personnel Services University-Wide Recruiting Plan

T. Memorandum Regarding State Personnel Testing

U. Report by the Status of Women Committee on "Sexist Nomenclature"

V. USF Committee Assignment Form

W. Recruitment of Black Faculty

X. A & P and Career Service Recruitment/Selection Policies

Y. Memorandum on the "Minority Vendor Program"

Z. Minority Recruitment Efforts

(A)

# EQUAL OPPORTUNITY CONTACTS

_____, 197_____
(month)

Special Assistant: (name) _____

Category of Contacts: _____ Faculty
_____ Career Service
(Check One) _____ A & P
_____ Student
_____ Other

| | Current Month | Year To Date |
|---|---|---|
| TOTAL NUMBER OF CONTACTS: | | |
| Number of Inquiries: | | |
| Number of Complaints: | | |
| Number of Complaints Resolved: | | |
| Number of Complaints Unresolved: | | |

## INQUIRIES/COMPLAINTS

(Circle One)

| | Case Number | Date of Contact | Nature of Inquiry/Complaint | Administrative Unit | Action | Current Status |
|---|---|---|---|---|---|---|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |

(B1)

UNIVERSITY OF SOUTH FLORIDA

GUIDELINES FOR MEMBERS OF EQUAL OPPORTUNITY GRIEVANCE COMMITTEE

These guidelines have been prepared to assist members of the Equal Opportunity Grievance Committee in fulfilling their responsibilities.

A grievance is defined as the dissatisfaction that occurs when an employee thinks or feels that any condition affecting him is unjust, inequitable, a hindrance to effective operation, or creates a problem.

Grievances which will be heard by this committee have been reviewed by the appropriate Special Assistant for Equal Opportunity to the Vice President without resolution and referred to the Equal Opportunity Committee by the Vice President or President it shall be the responsibility of the grievance committee to review both sides in the grievance and recommend to the President or Vice President an appropriate course of action to resolve the grievance. The grievance committee will operate in a relatively unstructured manner in hearing the grievance; however, these guidelines should be followed:

1. The grievance committee has a responsibility to both parties to hear all sides of the problem and insure that each party is fully informed as to allegations made by the other and is given an opportunity to respond.

2. The findings of the committee shall conform to all applicable state and federal statutes, orders and regulations, and the policy on non-discrimination approved by the Florida Board of Regents.

3. The committee shall make a written recommendation on each grievance to the chairman of the Equal Opportunity Committee for committee approval and subsequent transmission to the President or Vice President within fifteen calendar days from the date the committee was notified of the grievance. The recommendation should include specific recommendations and a statement of the rationale used in determining the recommendations.

4. All meetings and investigations of the committee shall be conducted during regular working hours.

5. A majority vote by the committee members shall prevail in all committee actions, reports, and recommendations. However, a minority report may be prepared and presented to the chairman of the committee for referral to the President. The chairman shall retain a copy of the recommendations for possible future guidance.

6. The grievance committee shall consist of five members and two alternates chosen from the full Equal Opportunity Committee by the chairman.

<u>Responsibilities of the Grievance Committee Chairman</u>

1. Make arrangements for a suitable meeting place to hold hearings and notify the other members of the time and place of such hearings.

2. Assure that the hearings are conducted in an orderly manner.

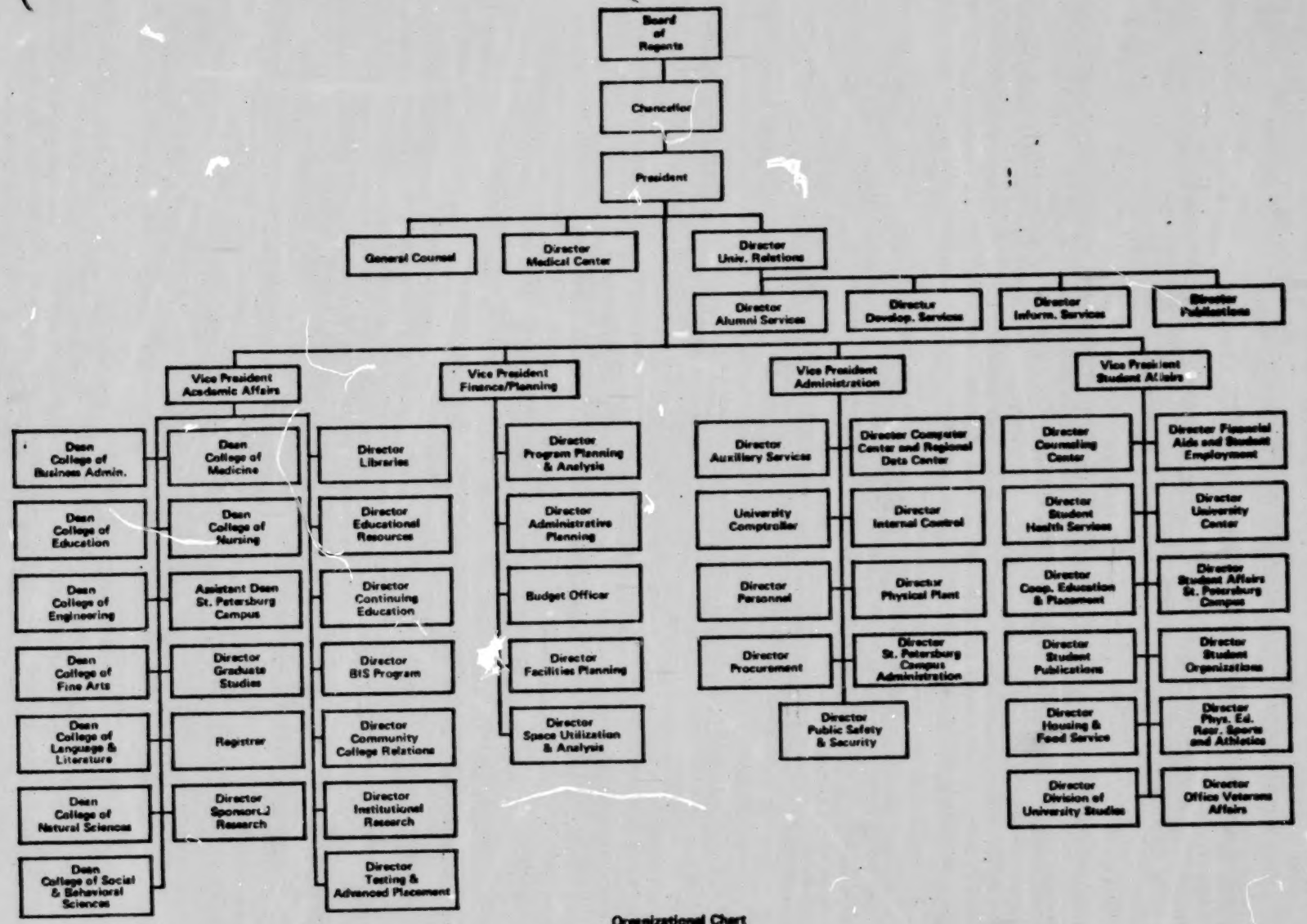
3. Prepare a written summary of the findings and recommendations of the grievance committee.

4. Obtain the signature of all members who concur with the written summary of the findings and recommendations. Those who do not concur shall be given an opportunity to present their findings and recommendations in the form of a minority report.

5. Obtain Equal Opportunity Committee's approval of summary report, with subsequent transmission to the Vice President or President of the University.

6. The chairman of the grievance committee shall be required to notify all parties concerned of hearing times and should permit those parties directly involved in the grievance to be present at the hearings. The final portion of the grievance procedure, when the committee deliberates and makes its recommendation, shall be conducted in executive session.

7. The chairman shall be responsible for requesting information from appropriate sources (including Director of Personnel, Special Assistants, etc.) and he shall also be responsible for notifying persons who are to participate in the committee meetings.




**Organizational Chart**
**University of South Florida**
**Tampa May, 1974**

(D1)

STATE UNIVERSITY SYSTEM OF FLORIDA
107 [illegible] James Street, Tallahassee, Florida 32304

May 1, 1974

Mr. Wayne Young
Division of Budget
Department of Administration
411 Carlton Building
Tallahassee, Florida 32304

Dear Mr. Young:

The following responds to your request for the number of authorized positions within the State University System directly allocated to affirmative action:

FLORIDA A & M UNIVERSITY

One authorized position, Assistant to the President, A & P, 100% time, is currently under active recruitment. Secretarial and statistical support services will probably also be requested. It is estimated at present that while four different employees are spending approximately 25% of their time on affirmative action, these duties are performed in addition to their regular jobs. 1 FTE

FLORIDA ATLANTIC UNIVERSITY

Two authorized positions are currently filled: 2 FTE
1) Assistant to the University President, A & P, 100% time and
2) Secretary III, Career Service, 100% time.

FLORIDA INTERNATIONAL UNIVERSITY

Two authorized positions are currently filled: 2 FTE
1) Director of Minority & Women's Concerns, Faculty position, 100% time
2) Secretary III, Career Service, 100% time
3) A student assistant 15 hours a week.

FLORIDA STATE UNIVERSITY

Three authorized positions are currently filled: 3 FTE
1) Assistant to the University President, A & P, 100% time

(D2)

2) Research Associate, A & P, 100% time
3) Secretary IV, Career Service, 100% time.

FLORIDA TECHNOLOGICAL UNIVERSITY

There is no position specifically allocated to affirmative action. It is estimated at present that while the Director of University Personnel Relations, A & P, spends approximately 30% time, the Assistant Director, Career Service, 25% time, the Assistant Vice President for Academic Affairs, Faculty, 15% time and the Director of Institutional Research, Faculty, 5% time on affirmative action, these duties are performed in addition to their regular jobs. 3/4 FTE

UNIVERSITY OF FLORIDA

There is no position specifically allocated to affirmative action. The University of Florida is currently requesting three full time positions: 0 FTE

1) Affirmative Action Coordinator, A & P,
2) Five Affirmative Action officers, A & P, of which at least two will probably be full time,
3) Secretarial and statistical support services will probably also be requested. Several individuals currently spend a portion of their time on affirmative action.

UNIVERSITY OF NORTH FLORIDA

There is no position specifically allocated to affirmative action. It is estimated at present that the Vice President and Dean of Faculties, Faculty position, spends approximately 10% time, and the Assistant Director of Personnel, Career Service, spends approximately 25% time. These duties are performed in addition to their regular duties. In addition, seven staff members on a Task Force on Human Relations (1 A & P, 5 faculty, 1 Career Service and 7 Students) spend approximately 14% of their time, in addition to their rugular duties, equaling approximately one FTE. Eight staff members on an Advisory Committee on Affirmative Action (3 A & P, 2 Faculty, 3 Career Service, and 4 Student Assistants) spend approximately 6% of their time, in addition to their duties equaling approximately one half FTE time. 1 3/4 FTE

✓ UNIVERSITY OF SOUTH FLORIDA

Allocated affirmative action positions are as follows:

1) Special Assistant for Women's Affairs, Faculty position, 100% time
2) Special Assistant for Minority Affairs, Faculty position, 50% time
3) Equal Opportunity Special Assistant, Career Service, 100% time
4) Assistant to the Vice President for Student Affairs, A & P 25% time.

3 1/4 FTE*

* Does not include clerical assistance (est: 2 FTE)

(D3)

It is estimated at present that while the Director of University Relations, A & P, spends approximately 25% time and a Personnel Services employee, Career Service, spends approximately 25% time on affirmative action, these duties are performed in addition to their regular jobs.

UNIVERSITY OF WEST FLORIDA

One half of an authorized position, A & P, is currently being filled by the Assistant to the Vice President for Student Affairs, and is specifically allocated to affirmative action. .5 FTE

BOARD OF REGENTS

There is no position allocated for affirmative action, although several individuals spend a portion of their time in addition to their regular duties, estimated at 0.5 FTE. This year's budget request included one A & P position, 100% time, plus one Secretary IV, Career Service, 100% time. These positions were removed in the Governor's Recommended Budget for 1974-75.

A summary of authorized positions within the State University System directly allocated to affirmative action:

| | |
|---|---|
| A & P | 4.75 |
| Career Service | 4 |
| Faculty | 2.5 |
| | 11.25 |

As you requested, a copy of 1972-73 State University System Statistics describing the make-up of the work force is enclosed. If we can be of further assistance, please do not hesitate to call on us.

Sincerely,

W. K. Boutwell
Vice Chancellor
Administrative Affairs

WKB:ljd

Attachment

cc: Affirmative Action officers
University Personnel Directors

OCCUPATION OF EMPLOYED PERSONS (16 YEARS AND OVER)--
STANDARD METROPOLITAN STATISTICAL AREA (SMSA)*

| USF EEO NO. | Occupation | NEGRO No. | % | SPANISH LANGUAGE No. | % | OTHER INCLUDING CAUCASIAN No. | % | TOTAL FEMALE (ALL RACES) No. | % |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Managers and Administrators Except Farm | 669 | 2.0 | 1,847 | 5.6 | 30,469 | 92.4 | 6,093 | 18.5 |
| 2 | Professional (Other than Technicians) | 2,410 | 5.7 | 2,414 | 5.7 | 37,322 | 88.6 | 19,776 | 46.9 |
| | | 4.1 | | 5.6 | | | | 34.4 | |
| 3 | Technicians (Except Health) | 70 | 1.9 | 209 | 5.8 | 3,349 | 92.3 | 422 | 11.6 |
| 4 | Sales Workers | 692 | 2.0 | 2,084 | 6.1 | 31,227 | 91.6 | 12,595 | 37.0 |
| 5 | Clerical and Kindred | 3,067 | 4.9 | 4,612 | 7.3 | 55,507 | 87.8 | 47,624 | 75.4 |
| 6 | Craftsmen and Kindred | 3,739 | 7.5 | 3,628 | 7.3 | 42,323 | 85.2 | 2,615 | 5.3 |
| 7 | Operative, Except Transport | 4,798 | 14.6 | 4,036 | 12.3 | 24,085 | 73.2 | 14,167 | 43.0 |
| | Transport Equip. Oper. | 2,493 | 19.5 | 821 | 6.4 | 9,493 | 74.1 | 762 | 5.9 |
| | | 16 | | 10.6 | | | | 32.6 | |
| 8 | Laborers, Except Farm | 5,604 | 30.4 | 884 | 4.8 | 11,929 | 64.8 | 1,262 | 6.9 |
| | Farm Laborers and Foremen | 1,267 | 32.9 | 232 | 6.0 | 2,354 | 61.1 | 1,156 | 30.0 |
| | Farmers and Farm Managers | 146 | 9.4 | 58 | 3.7 | 1,356 | 86.9 | 267 | 17.1 |
| | | 30 | | 5 | | | | 11.2 | |
| 9 | Service Workers Except Private Household | 8,824 | 19.9 | 3,110 | 7.0 | 32,342 | 73.0 | 25,631 | 57.9 |
| | Private Household Workers | 4,998 | 72.6 | 132 | 1.9 | 1,753 | 25.5 | 6,689 | 97.2 |
| | | 29 | | 6.3 | | | | 63 | |
| | TOTAL | 38,777 | 11.2 | 24,067 | 6.9 | 283,509 | 81.9 | 139,059 | 40.1 |

*Standard Metropolitan Statistical Area (Tampa-St. Petersburg)

DATA SOURCE: 1970 CENSUS OF POPULATION, BUREAU OF CENSUS, GENERAL SOCIAL AND ECONOMIC CHARACTERISTICS--FLORIDA, TABLES 122, 127, AND 132.

Office of the Special Assistant for Women and Minorities--Administration
July 1973

TABLE 2

OCCUPATION OF EMPLOYED PERSONS (16 YEARS AND OVER)-- HILLSBOROUGH COUNTY

| USF EEO NO. | Occupation | NEGRO No. | NEGRO % | SPANISH LANGUAGE No. | SPANISH LANGUAGE % | OTHER INCLUDING CAUCASIAN No. | OTHER INCLUDING CAUCASIAN % | TOTAL FEMALES (ALL RACES) No. | TOTAL FEMALES (ALL RACES) % |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Managers and Administrators Except Farm | 384 | 2.4 | 1,666 | 10.5 | 13,819 | 87.1 | 2,655 | 16.7 |
| 2 | Professional (Other than Technicians). | 1,336 | 6.6 | 2,079 | 10.2 | 16,905 | 83.2 | 9,779 | 48.1 |
| 3 | Technicians (Except Health) | 45 | 2.8 | 181 | 11.4 | 1,359 | 85.7 | 216 | 13.6 |
| 4 | Sales Workers | 389 | 2.4 | 1,898 | 11.9 | 13,603 | 85.6 | 5,316 | 33.5 |
| 5 | Clerical and Kindred | 1,952 | 5.8 | 4,194 | 12.5 | 27,476 | 81.7 | 25,183 | 74.9 |
| (E2) 6 | Craftsmen and Kindred | 2,012 | 7.6 | 3,368 | 12.7 | 21,140 | 79.7 | 1,444 | 5.4 |
| 7 | Operative, Except Transport | 3,465 | 16.3 | 3,779 | 17.8 | 13,992 | 65.9 | 8,875 | 41.8 |
| | Transport Equip. Oper. | 1,674 | 20.0 | 785 | 9.4 | 5,921 | 70.7 | 504 | 6.0 |
| 8 | Laborers, Except Farm | 3,363 | 32.1 | 803 | 7.7 | 6,298 | 60.2 | 736 | 7.0 |
| | Farm Laborers and Foremen | 873 | 28.3 | 226 | 7.5 | 1,931 | 63.7 | 914 | 30.2 |
| | Farmers and Farm Managers | 92 | 7.5 | 58 | 4.8 | 1,069 | 87.7 | 183 | 15.0 |
| 9 | Service Workers Except Private Household | 4,298 | 21.3 | 2,906 | 14.4 | 12,984 | 64.3 | 11,363 | 56.3 |
| | Private Household Workers | 2,317 | 75.5 | 118 | 3.9 | 593 | 19.6 | 2,938 | 97.0 |
| | TOTAL | 22,200 | 1:.2 | 22,061 | 12.2 | 137,090 | 75.6 | 70,109 | 38.7 |

DATA SOURCE: 1970 CENSUS OF POPULATION, BUREAU OF CENSUS, GENERAL SOCIAL AND ECONOMIC CHARACTERISTICS--FLORIDA, TABLES 122, 127, AND 132.

Office of the Special Assistant for Women and Minorities--Administration
July 1973

PH/AG

OCCUPATION OF EMPLOYED PERSONS (16 YEARS AND OVER)--PINELLAS COUNTY

| USF REC No. | Occupation | NEGRO No. | NEGRO % | SPANISH LANGUAGE No. | SPANISH LANGUAGE % | OTHER INCLUDING CAUCASIAN No. | OTHER INCLUDING CAUCASIAN % | TOTAL FEMALE (ALL RACES) No. | TOTAL FEMALE (ALL RACES) % |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Managers and Administrators Except Farm | 285 | 1.7 | 181 | 1.1 | 16,650 | 97.3 | 3,438 | 20.1 |
| 2 | Professional (Other than Technicians). | 1,074 | 4.9 | 335 | 1.5 | 20,417 | 93.5 | 9,997 | 45.8 |
| 3 | Technicians (Except Health) | 25 | 1.2 | 28 | 1.4 | 1,990 | 97.4 | 206 | 10.1 |
| 4 | Sales Workers | 303 | 1.7 | 186 | 1.0 | 17,624 | 97.3 | 7,279 | 40.2 |
| 5 | Clerical and Kindred | 1,115 | 3.8 | 418 | 1.4 | 28,031 | 94.8 | 22,441 | 75.9 |
| 6 | Craftsmen and Kindred | 1,727 | 7.5 | 260 | 1.1 | 21,183 | 91.4 | 1,171 | 5.1 |
| E3 7 | Operative, Except Transport | 1,333 | 11.4 | 257 | 2.2 | 10,093 | 86.4 | 5,292 | 45.3 |
| | Transport Equip. Oper. | 819 | 18.5 | 36 | 0.8 | 3,572 | 80.7 | 258 | 5.8 |
| 8 | Laborers, Except Farm | 2,241 | 28.2 | 81 | 1.0 | 5,631 | 70.8 | 526 | 6.6 |
| | Farm Laborers and Foremen | 394 | 47.9 | 6 | 0.7 | 423 | 51.4 | 242 | 29.4 |
| | Farmers and Farm Managers | 54 | 15.8 | 0 | 0 | 287 | 84.2 | 84 | 24.6 |
| 9 | Service Workers Except Private Household | 4,526 | 18.8 | 204 | 0.8 | 19,358 | 80.4 | 14,265 | 59.2 |
| | Private Household Workers | 2,681 | 69.5 | 14 | 0.4 | 1,160 | 30.1 | 3,751 | 97.3 |
| | TOTAL | 16,577 | 10.0 | 2,006 | 1.2 | 146,419 | 88.7 | 38,950 | 41.8 |

DATA SOURCE: 1970 CENSUS OF POPULATION, BUREAU OF CENSUS, GENERAL SOCIAL AND ECONOMIC CHARACTERISTICS--FLORIDA, TABLES 122, 127, AND 132.

Office of the Special Assistant for Women and Minorities--Administration
July 1973

PH/AG

TABLE 4

POPULATION AND WORK FORCE CHARACTERISTICS, FEMALE, NEGRO AND MINORITY--HILLSBOROUGH, PINELLAS & STANDARD METROPOLITAN STATISTICAL AREAS (SMSA)

| | Hillsborough -- Pinellas: Tampa--St. Petersburg (SMSA) | Hillsborough | Pinellas |
|---|---|---|---|
| 1. Total Population (1971 est.) | 1,039,300 | 501,900 | 537,400 |
| 2. Female Population | 548,700 | 258,650 | 290,100 |
| 3. Percent of Female Population to Total Population | 52.8 | 51.5 | 54.0 |
| 4. Negro Population | 112,200 | 68,230 | 44,010 |
| 5. Percent of Negro Population to Total Population | 10.8 | 13.6 | 8.2 |
| 6. Minority Population* | 115,400 | 69,760 | 45,680 |
| 7. Percent of Minority Population to Total Population | 11.1 | 13.9 | 8.5 |
| 8. Total Work Force (1971) | 389,400 | 211,400 | 178,000 |
| 9. Estimated Female Work Force | 157,600 | 82,870 | 74,760 |
| 10. Percent of Female Work Force to Total Work Force | 40.5 | 39.2 | 42.0 |
| 11. Estimated Negro Work Force | 44,590 | 26,430 | 18,160 |
| 12. Percent of Negro Work Force to Total Work Force | 11.4 | 12.5 | 10.2 |
| 13. Total Unemployment (1971) | 11,900 | 7,000 | 4,900 |
| 14. Estimated Female Unemployment | 6,000 | 3,660 | 2,340 |
| 15. Percent of Female Unemployment to Total Unemployment | 50.4 | 52.2 | 47.7 |
| 16. Estimated Negro Unemployment | 2,010 | 1,350 | 670 |
| 17. Percent of Negro Unemployment to Total Unemployment | 16.9 | 19.2 | 13.6 |

* Includes Negro and Others.

DATA SOURCE: STATE OF FLORIDA, DEPARTMENT OF COMMERCE
Office of the Special Assistant for Women and Minorities--Administr jon
July 1973

PR/AG

BLACK STUDENTS - Fall Quarters

| | Total Enrollment | Tot. Black | % Total | % Change | UNDERGRAUATE FT | UNDERGRAUATE PT | UNDERGRAUATE TOTAL | GRADUATE FT | GRADUATE PT | GRADUATE TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| 1967 | 10,668 | 225 | 2.1 | | | | | | | |
| 1968 | 12,334 | 186 | 1.5 | -17.3 | | | | | | |
| 1969 | 14,265 | 161 | 1.1 | -13.4 | | | | | | |
| 1970 | 16,644 | 285 | 1.7 | +77.0 | | | 182 | | | 11 |
| 1971 | 17,428 | 377 | 2.2 | +32.3 | | | 359 | | | 18 |
| 1972 | 18,193 | 583 | 3.2 | +54.6 | 409 | 134 | 543 | 22 | 18 | 40 |
| 1973 | 19,492 | 735 | 3.8 | +26.1 | 448 | 232 | 680 | 26 | 29 | 55 |

APA/ST/6-73

TABLE 1

Black and Non-Black Enrollment in the State University System, Fall 1973

| Institution | Classification | Black No. | Black % | Black Increase Over Fall '72 % | Non-Black No. | Non-Black % | Total |
|---|---|---|---|---|---|---|---|
| Florida International University | UG. | 465 | 6.0 | 96.2 | 7,281 | 94.0 | 7,746 |
| | G. | 39 | 5.2 | 56.0 | 718 | 94.8 | 757 |
| | T. | 504 | 5.9 | 92.3 | 7,999 | 94.1 | 8,503 |
| Florida State University | UG. | 966 | 5.7 | 33.8 | 15,895 | 94.3 | 16,861 |
| | G. | 201 | 6.0 | 6.3 | 3,172 | 94.0 | 3,373 |
| | P. | 20 | 5.8 | (20.0) | 325 | 94.2 | 345 |
| | T. | 1,187 | 5.8 | 27.0 | 19,392 | 94.2 | 20,579 |
| University of West Florida | UG. | 171 | 4.8 | 37.9 | 3,359 | 95.2 | 3,530 |
| | G. | 32 | 4.3 | 18.5 | 710 | 95.7 | 742 |
| | T. | 203 | 4.8 | 34.4 | 4,069 | 95.2 | 4,272 |
| University of North Florida | UG. | 271 | 9.5 | 106.9 | 2,576 | 90.5 | 2,847 |
| | G. | 13 | 4.0 | (13.3) | 316 | 96.0 | 329 |
| | T. | 284 | 8.9 | 94.5 | 2,892 | 91.1 | 3,176 |
| Florida Agricultural and Mechanical University | UG. | 4,200 | 93.6 | .5 | 286 | 6.4 | 4,486 |
| | G. | 576 | 81.4 | 192.4 | 132 | 18.6 | 708 |
| | T. | 4,776 | 91.9 | 8.1 | 418 | 8.1 | 5,194 |
| Florida Atlantic University | UG. | 303 | 6.2 | 185.8 | 4,571 | 93.8 | 4,874 |
| | G. | 39 | 5.1 | (63.9) | 719 | 94.9 | 758 |
| | T. | 342 | 6.1 | 54.8 | 5,290 | 93.9 | 5,632 |

UG.= Undergraduate
G.= Graduate
T.= Total

G.= Graduate
T.= Total
P.= Professional



## Black and Non-Black Enrollment in the State University System, Fall 1973

| Institution | Classification | Black No. | Black % | Black Increase Over Fall '72 % | Non-Black No. | Non-Black % | Total |
|---|---|---|---|---|---|---|---|
| University of South Florida | UG. | 694 | 3.9 | 27.8 | 17,008 | 96.1 | 17,702 |
| | G. | 55 | 2.8 | 37.5 | 1,939 | 97.2 | 1,994 |
| | T. | 749 | 3.8 | 28.5 | 18,947 | 96.2 | 19,696 |
| Florida Technological University | UG. | ~~179~~ ~~200~~ | ~~3.0~~ 2.7 | 94.2 | 6,382 | 97.0 | 6,582 |
| | G. | ~~26~~ ~~5~~ | ~~0.9~~ 4.7 | (84.8) | 544 | 99.1 ~~97.3~~ | 549 |
| | T. | 205 | 2.9 | 50.1 | 6,926 | 97.1 | 7,131 |
| University of Florida | UG. | 790 | 3.9 | 49.3 | 19,395 | 96.1 | 20,185 |
| | G. | 188 | 4.7 | 27.9 | 3,832 | 95.3 | 4,020 |
| | P. | 57 | 4.0 | 78.1 | 1,379 | 96.0 | 1,436 |
| | T. | 1,035 | 4.0 | 46.2 | 24,606 | 96.6 | 25,641 |
| Total State University System | UG. | 8,060 | 9.5 | 20.0 | 76,753 | 90.5 | 84,813 |
| | G. | 1,148 | 8.7 | 47.0 | 12,082 | 91.3 | 13,230 |
| | P. | 77 | 4.3 | 37.5 | 1,704 | 95.7 | 1,781 |
| | T. | 9,285 | 9.3 | 22.9 | 90,539 | 90.7 | 99,824 |

UG.= Undergraduate
G.= Graduate
T.= Total
P.= Professional

Source: Educational Research
Academic Affairs

MLS/ll

TOTAL NUMBER AND PERCENT OF BOTH SEXES, ALL RACES, AND MINORITY GROUPS, 25 YEARS AND OLDER, COMPLETING FOUR YEARS HIGH SCHOOL AND FOUR OR MORE YEARS OF COLLEGE IN UNIVERSITY OF SOUTH FLORIDA SERVICE AREA, 1970*

| County | Total all races | Four Years High School | Percent | Four Years or more college | Percent | Blacks | | | | | Spanish Language | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Total | Four Years High School | Percent | Four Years or more college | Percent | Total | Four Years High School | Percent | Four Years or more college | Percent |
| Charlotte | 21,179 | 6,986 | 32.98 | 1,860 | 8.78 | 361 | 13 | 3.60 | 21 | 5.81 | 303 | 114 | 37.62 | 75 | 24. |
| De Soto | 7,923 | 1,953 | 24.64 | 384 | 4.84 | 1,301 | 231 | 17.76 | 19 | 1.46 | | | | | |
| Hardee | 7,719 | 1,875 | 24.29 | 351 | 4.54 | 597 | 87 | 14.57 | 18 | 3.02 | 541 | 24 | 4.43 | 9 | 1. |
| Highlands | 18,285 | 4,822 | 26.37 | 642 | 6.05 | 1,041 | 89 | 8.54 | 43 | 4.13 | | | | | |
| Hillsborough | 268,178 | 81,697 | 30.46 | 1,489 | 8.14 | 2,726 | 205 | 7.52 | 87 | 3.19 | | | | | |
| Lee | 66,934 | 21,490 | 32.10 | 23,131 | 8.62 | 31,185 | 5,729 | 18.37 | 1,066 | 3.41 | 30,080 | 8,124 | 27.00 | 2,180 | 7. |
| Manatee | 67,482 | 20,634 | 30.57 | 6,640 | 9.92 | 5,181 | 561 | 10.82 | 132 | 2.54 | 995 | 223 | 22.41 | 93 | 9. |
| Pasco | 54,475 | 15,448 | 28.35 | 6,510 | 9.64 | 4,996 | 625 | 12.51 | 155 | 3.10 | 550 | 128 | 23.27 | 102 | 18. |
| Pinellas | 365,274 | 110,883 | 30.35 | 2,691 | 4.93 | 1,866 | 261 | 13.98 | 55 | 2.94 | 389 | 99 | 25.44 | 13 | 3. |
| Polk | 126,649 | 34,338 | 27.11 | 36,700 | 10.04 | 19,645 | 2,800 | 14.25 | 871 | 4.43 | 2,833 | 840 | 29.65 | 422 | 14. |
| Sarasota | 83,551 | 29,155 | 34.89 | 11,177 | 8.82 | 17,775 | 2,836 | 15.95 | 630 | 3.54 | 1,388 | 397 | 28.60 | 208 | 14. |
| Totals: | 1,098,255 | 332,098 | 30.24 | 12,153 | 14.54 | 3,735 | 609 | 16.30 | 128 | 3.42 | 944 | 317 | 33.58 | 154 | 16. |
| | | | | 103,728 | 9.45 | 90,409 | 14,046 | 15.54 | 3,225 | 3.57 | 38,023 | 10,266 | 27.00 | 3,256 | 8. |

*U.S. Bureau of the Census, Census of Population: 1970. General Social and Economic Characteristics. Final Report PC(1)-C11 Florida. Washington, D. C.: U.S. Government Printing Office, 1972.

TWELVE COUNTY AREA
High School Graduates *

| COUNTY | 1970 - 71 Graduates |
|---|---|
| Charlotte | 268 |
| DeSoto | 128 |
| Hardee | 146 |
| Hernando | 164 |
| Highlands | 334 |
| Hillsborough | 5,116 |
| Lee | 1,139 |
| Manatee | 956 |
| Pasco | 526 |
| Pinellas | 5,132 |
| Polk | 2,760 |
| Sarasota | 1,202 |
| Total | 17,871 |

*Compiled from Profiles of Selected South Florida High School Districts of all students

BLACK STUDENTS IN THE TWELVE COUNTY COMMUNITY COLLEGES 1972

| COMMUNITY COLLEGE | COUNTY SERVED | NO. | % |
|---|---|---|---|
| Edison Community | Charlotte-Lee | 68 | 3.6 |
| Hillsborough Community | Hillsborough | 650 | 10.7 |
| Manatee Junior College | Manatee-Sarasota | 195 | 6.3 |
| Pasco-Hernando Community | Hernando-Pasco | 26 | 3.7 |
| Polk Community | Polk | 354 | 10.1 |
| St. Petersburg Junior Coll. | Pinellas | 419 | 4.6 |
| South Florida Junior College | De Sota-Hardee-Highlands | 37 | 8.9 |
| | | 1,749 | |

* Report on Black and Non-Black Students in Florida Community and Junior Colleges, Community College Relations Office - USF

## BLACK STUDENT ENROLLMENT

| | STATE | USF | JUNIOR COLLEGE STATE | JUNIOR COLLEGE USF AREA |
|---|---|---|---|---|
| 1972 | 19,055 | 409 | 11,503 | 1,749 |
| 1970 | 16,510 | 182 | | |

Source: Educational Research, Academic Affairs, USF

(F8)

Black and Non-Black Students in Florida's
Public Community College and Junior College
Fall 1972

| Institution | Black No. | Black % | Non-Black No. | Non-Black % | Total |
|---|---|---|---|---|---|
| Brevard CC | 1,164 | 15.7 | 6,255 | 84.3 | 7,419 |
| Broward CC | 298 | 3.3 | 8,743 | 96.7 | 9,041 |
| Central Florida CC | 191 | 13.3 | 1,241 | 86.7 | 1,432 |
| Chipola JC | 174 | 15.8 | 928 | 84.2 | 1,102 |
| Daytona Beach CC | 221 | 8.4 | 2,400 | 91.6 | 2,621 |
| Edison CC | 68 | 3.6 | 1,830 | 96.4 | 1,898 |
| Florida JC at Jax | 1,048 | 11.4 | 8,146 | 88.6 | 9,194 |
| Florida Keys CC | 79 | 7.7 | 941 | 92.3 | 1,020 |
| Gulf Coast CC | 191 | 8.5 | 2,057 | 91.5 | 2,248 |
| Hillsborough CC | 650 | 10.7 | 5,412 | 89.3 | 6,062 |
| Indian River CC | 277 | 8.8 | 2,864 | 91.2 | 3,141 |
| Lake City CC | 279 | 15.9 | 1,476 | 84.1 | 1,755 |
| Lake-Sumter CC | 93 | 7.5 | 1,152 | 92.5 | 1,245 |
| Manatee JC | 195 | 6.3 | 2,921 | 93.7 | 3,116 |
| Miami-Dade JC | 3,214 | 11.5 | 24,811 | 88.5 | 28,025 |
| North Florida JC | 155 | 16.3 | 796 | 83.7 | 951 |
| Okaloosa-Walton JC | 106 | 4.6 | 2,195 | 95.4 | 2,301 |
| Palm Beach JC | 533 | 7.9 | 6,207 | 92.1 | 6,740 |
| Pasco-Hernando CC | 26 | 3.7 | 684 | 96.3 | 710 |
| Pensacola JC | 358 | 6.3 | 5,336 | 93.7 | 5,694 |
| Polk CC | 354 | 10.1 | 3,141 | 89.9 | 3,495 |
| St. Johns River JC | 56 | 5.3 | 995 | 94.7 | 1,051 |
| St. Petersburg JC | 419 | 4.6 | 8,785 | 95.4 | 9,204 |

(F9)

Black and Non-Black Students in Florida's
Public Community College and Junior College, Fall 1972

| Institution | Black No. | Black % | Non-Black No. | Non-Black % | Total |
|---|---|---|---|---|---|
| Santa Fe JC | 640 | 14.0 | 3,923 | 86.0 | 4,563 |
| Seminole JC | 141 | 5.8 | 2,275 | 94.2 | 2,416 |
| South Florida JC | 37 | 8.9 | 378 | 91.1 | 415 |
| Tallahassee CC | 166 | 6.0 | 2,583 | 94.0 | 2,749 |
| Valencia CC | 370 | 8.6 | 3,942 | 91.4 | 4,312 |
| Total | 11,503 | 9.3 | 112,417 | 90.7 | 123,920 |

Source: Educational Research
Academic Affairs

HC:pf
5/29/73

(F 1c)

## Estimated Fall Term Black College Level Enrollment By Community College Districts for Selected Years: 1960 - 1972

| College District | 1960 | 1965* | 1966** | 1967 | 1968 | 1972 |
|---|---|---|---|---|---|---|
| Brevard | 38 | 70 | 85 | 99 | 148 | 1164 |
| Broward | -- | 229 | 125 | 57 | 100 | 298 |
| Central Florida | 170 | 296 | 207 | 118 | 118 | 191 |
| Chipola | -- | 194 | 53 | 70 | 71 | 174 |
| Daytona Beach | 239 | 390 | 150 | 120 | 191 | 221 |
| Edison | -- | 9 | 30 | 30 | 32 | 68 |
| FJC @ Jax | -- | -- | 170 | 723 | 653 | 1048 |
| Florida Keys | -- | 82 | 14 | 5 | 33 | 79 |
| Gulf Coast | 72 | 168 | 90 | 101 | 86 | 191 |
| Hillsborough | -- | -- | -- | -- | 162 | 650 |
| Indian River | 85 | 135 | 84 | 63 | 76 | 277 |
| Lake City | -- | 12 | 17 | 45 | 45 | 279 |
| Lake-Sumter | -- | 112 | 43 | 45 | 35 | 93 |
| Manatee | -- | 29 | 43 | 45 | 72 | 195 |
| Miami-Dade | -- | 760 | 1100 | 1284 | 1177 | 3214 |
| North Florida | 93 | 230 | 142 | 40 | 87 | 155 |
| Okaloosa-Walton | -- | 25 | 36 | 36 | 23 | 106 |
| Palm Beach | 181 | 225 | 218 | 224 | 227 | 533 |
| Pasco-Hernando | -- | -- | -- | -- | -- | 26 |
| Pensacola | 190 | 331 | 331 | 122 | 149 | 358 |
| Polk | -- | 50 | 126 | 191 | 270 | 354 |
| St. Johns River | 53 | 48 | 41 | 21 | 45 | 56 |
| St. Petersburg | 647 | 500 | 572 | 348 | 272 | 419 |
| Santa Fe | -- | -- | 274 | 356 | 526 | 640 |
| Seminole | -- | -- | 50 | 45 | 108 | 141 |
| South Florida | -- | -- | 25 | 15 | 21 | 37 |
| Tallahassee | -- | -- | 100 | 130 | 132 | 166 |
| Valencia | -- | -- | -- | 30 | 157 | 370 |
| Totals | 1768 | 3895 | 4126 | 4363 | 5016 | 11503 |

*Last Year of Dual System
**First Year of Unitary System

## Estimated 1971 Black Secondary School Attrition Rate; 1972 Black Number and Per Cent Of Total College Level Enrollment; And Black Per Cent of Total Population By Community College District In 1970

| College District | 1971 Black Per Cent of Total Secondary School Drop-Outs* | 1972 Number of Black College Level Students | 1972 Black Per Cent Of Total College Level Enrollment | 1970 Black Per Cent of Total Population |
|---|---|---|---|---|
| Brevard | 33.4 | 1164 | 15.6 | 9.0 |
| Broward | 54.6 | 298 | 3.3 | 12.5 |
| Central Florida | 46.6 | 191 | 13.3 | 23.2 |
| Chipola | 38.5 | 174 | 15.7 | 21.8 |
| Daytona Beach | 46.5 | 221 | 8.4 | 14.6 |
| Edison | 54.9 | 68 | 3.5 | 10.6 |
| FJC @ Jax | 39.6 | 1048 | 11.4 | 22.3 |
| Florida Keys | 65.8 | 79 | 7.7 | 8.7 |
| Gulf Coast | 54.5 | 191 | 8.5 | 14.9 |
| Hillsborough | 44.4 | 650 | 10.7 | 13.6 |
| Indian River | 55.7 | 277 | 8.8 | 22.6 |
| Lake City | 36.5 | 279 | 15.9 | 22.6 |
| Lake-Sumter | 38.9 | 93 | 7.4 | 18.4 |
| Manatee | 45.9 | 195 | 6.2 | 10.1 |
| Miami-Dade | 58.6 | 3214 | 11.4 | 15.0 |
| North Florida | 36.3 | 155 | 16.3 | 33.7 |
| Okaloosa-Walton | 39.7 | 106 | 2.9 | 7.9 |
| Palm Beach | 45.8 | 533 | 7.9 | 17.5 |
| Pasco-Hernando | 70.5 | 26 | 3.7 | 7.7 |
| Pensacola | 56.4 | 358 | 6.2 | 17.5 |
| Polk | 39.0 | 354 | 10.1 | 17.7 |
| St. Johns River | 47.7 | 56 | 5.3 | 19.6 |
| St. Petersburg | 37.7 | 419 | 4.5 | 8.2 |
| Santa Fe | 20.5 | 640 | 14.0 | 20.9 |
| Seminole | 63.7 | 141 | 5.8 | 16.9 |
| South Florida | 44.4 | 37 | 8.9 | 18.2 |
| Tallahassee | 40.6 | 166 | 6.0 | 33.7 |
| Valencia | 32.3 | 370 | 8.5 | 13.7 |
| Totals | 42.2 | 11,503 | 9.2 | 15.5 |

*Attrition Between 12th and 9th grade enrollments

## Estimated Financial Aid For Black Students: 1970-71 - 1972-73

| College District | 1970 - 1971 | | 1971 - 1972 | | 1972 - 1973 | |
|---|---|---|---|---|---|---|
| | % Blacks Are of Total No. of Students Receiving Financial Aid | % of Total Financial Aid Dollars Awarded To Black Students | % Blacks Are of Total No. of Students Receiving Financial Aid | % of Total Financial Aid Dollars Awarded To Black Students | % Blacks Are of Total No. of Students Receiving Financial Aid | % of Total Financial Aid Dollars Awarded To Black Students |
| Brevard | 31.1 | 21.0 | 36.3 | 40.0 | 37.9 | 40.0 |
| Broward | 18.3 | 22.4 | 20.5 | 23.5 | 19.4 | 25.5 |
| Central Florida | 19.6 | 32.2 | 21.2 | 37.2 | 19.5 | 25.7 |
| Chipola | 27.8 | 28.6 | 33.9 | 39.8 | 43.3 | 55.7 |
| Daytona | 28.4 | 34.4 | 27.6 | 37.4 | 31.1 | 39.7 |
| Edison | 16.4 | 17.4 | 20.9 | 23.4 | 37.0 | 18.5 |
| FJX @ Jax | 31.3 | 39.6 | 39.2 | 42.6 | 53.1 | 54.4 |
| Florida Keys | n/a | n/a | n/a | n/a | 18.7 | 18.1 |
| Gulf Coast | 15.0 | 17.4 | 26.4 | 29.9 | 21.3 | 29.9 |
| Hillsborough | 71.4 | 72.0 | 61.8 | 62.0 | 54.0 | 54.0 |
| Indian River | 34.3 | 41.7 | 40.2 | 43.9 | 38.6 | 44.2 |
| (F12) Lake City | 36.0 | 42.1 | 43.0 | 50.9 | 49.7 | 56.4 |
| Lake-Sumter | 16.4 | 16.6 | 18.3 | 17.5 | 20.5 | 21.2 |
| Manatee | 9.4 | 14.8 | 12.0 | 16.1 | 20.4 | 20.6 |
| Miami-Dade | 22.4 | 24.9 | 22.7 | 24.2 | 22.4 | 23.3 |
| North Florida | 27.6 | 38.4 | 36.1 | 46.1 | 44.9 | 52.1 |
| Okaloosa-Walton | 21.3 | 6.6 | 21.4 | 7.4 | 22.5 | 14.3 |
| Palm Beach | 4.5 | 5.1 | 11.6 | 11.7 | 14.0 | 18.4 |
| Pasco-Hernando | DID NOT OPEN UNTIL 1971 | | | | 26.9 | 43.9 |
| Pensacola | 20.6 | 16.2 | 44.3 | 36.4 | 45.6 | 55.5 |
| Polk | 49.3 | 47.5 | 52.4 | 50.6 | 53.6 | 55.5 |
| St. Johns River | 21.3 | 26.4 | 31.0 | 36.3 | 42.5 | 48.1 |
| St. Petersburg | 50.7 | 57.0 | 52.5 | 52.9 | 45.6 | 53.2 |
| Santa Fe | 52.8 | 63.0 | 48.6 | 50.6 | 47.0 | 45.0 |
| Seminole | 43.5 | 45.8 | 32.4 | 34.7 | 36.7 | 40.1 |
| South Florida | 7.6 | 11.2 | 18.5 | 18.6 | 14.9 | 13.0 |
| Tallahassee | 15.3 | 17.0 | 20.4 | 21.8 | 29.1 | 33.1 |
| Valencia | 21.3 | 26.1 | 28.1 | 33.4 | 32.9 | 37.6 |
| Totals | 23.0 | 27.9 | 24.9 | 29.9 | 26.0 | 30.6 |

## Estimated Number And Per Cent of Total Number of Associate Of Art Degree Programs Completed By Black Students 1970-71 - 1972-73

| College District | 1970-71 No. of Blacks Completing | 1970-71 % Blacks Of Total No. Completing | 1971-72 No. of Blacks Completing | 1971-72 % Blacks Of Total No. Completing | 1972-73 No. of Blacks Completing | 1972-73 % Blacks Of Total No. Completing |
|---|---|---|---|---|---|---|
| Brevard | 11 | 2.3 | 24 | 3.2 | 20 | 2.7 |
| Broward | 16 | 2.6 | 21 | 2.8 | 35 | 5.3 |
| Central Florida | 17 | 7.6 | 40 | 15.4 | 38 | 15.7 |
| Chipola | 17 | 6.7 | 33 | 10.5 | 49 | 17.2 |
| Daytona Beach | 5 | 2.0 | 11 | 3.0 | 6 | 2.0 |
| Edison | 4 | 1.9 | 4 | 1.4 | 12 | 4.3 |
| FJC @ Jax | 13 | 1.9 | 40 | 4.1 | 96 | 7.7 |
| Florida Keys | N/A | N/A | N/A | N/A | N/A | N/A |
| Gulf Coast | 12 | 5.0 | 21 | 8.0 | 22 | 8.0 |
| Hillsborough | 33 | 8.0 | 60 | 9.0 | 70 | 10.0 |
| Indian River | 17 | 8.0 | 20 | 10.0 | 19 | 8.0 |
| Lake City | 7 | 5.0 | 15 | 8.0 | 14 | 6.0 |
| Lake-Sumter | 3 | 1.7 | 1 | .7 | 2 | 1.3 |
| Manatee | 2 | N/A | 2 | N/A | 4 | N/A |
| Miami-Dade | 152 | 3.4 | 175 | 3.3 | 172 | 3.2 |
| North Florida | 16 | 5.3 | 25 | 7.9 | 29 | 11.8 |
| Okaloosa-Walton | 4 | .2 | 5 | .2 | 3 | .1 |
| Palm Beach | 23 | 3.0 | 23 | 3.0 | 38 | 6.0 |
| Pasco-Hernando | DID NOT OPEN UNTIL FALL, 1971 | | NO DEGREE COMPLETIONS | | | |
| Pensacola | 15 | 2.1 | 22 | 2.4 | 23 | 2.6 |
| Polk | 8 | 1.5 | 17 | 3.2 | 20 | 4.3 |
| St. Johns River | 1 | .7 | 5 | 2.2 | 8 | 3.4 |
| St. Petersburg | 18 | 1.1 | 30 | 2.0 | 25 | 1.9 |
| Santa Fe | 51 | 5.4 | 83 | 8.1 | 89 | 7.8 |
| Seminole | 15 | 5.0 | 21 | 4.5 | 19 | 5.0 |
| South Florida | 3 | 4.8 | 0 | 0 | 1 | 1.4 |
| Tallahassee | 6 | 2.0 | 9 | 2.0 | 10 | 2.0 |
| Valencia | 3 | 1.0 | 7 | 2.0 | 25 | 5.0 |

N/A - Not Available in Time For Report

## Estimated Number And Per Cent of Total Number of Associate Of Science Degree Programs Completed By Black Students 1970-71 - 1972-73

| College District | 1970-71 No. of Blacks Completing | 1970-71 % Blacks Of Total No. Completing | 1971-72 No. of Blacks Completing | 1971-72 % Blacks Of Total No. Completing | 1972-73 No. of Blacks Completing | 1972-73 % Blacks Of Total No. Completing |
|---|---|---|---|---|---|---|
| Brevard | 6 | 4.3 | 5 | 3.1 | 2 | 1.3 |
| Broward | 8 | 4.8 | 8 | 3.4 | 14 | 5.3 |
| Central Florida | 4 | 10.8 | 7 | 13.2 | 10 | 20.4 |
| Chipola | 0 | 0 | 1 | 12.5 | 6 | 20.0 |
| Daytona Beach | 7 | 6.0 | 11 | 5.0 | 8 | 4.5 |
| Edison | 1 | 3.8 | 0 | 0 | 1 | 2.9 |
| FJC @ Jax | 13 | 8.2 | 11 | 5.5 | 1 | 3.6 |
| Florida Keys | N/A | N/A | N/A | N/A | N/A | N/A |
| Gulf Coast | 3 | 5.0 | 4 | 5.0 | 9 | 8.0 |
| Hillsborough | 1 | 8.0 | 5 | 8.0 | 13 | 8.0 |
| Indian River | 4 | 9.0 | 6 | 11.0 | 6 | 11.0 |
| Lake City | 5 | 8.0 | 10 | 8.0 | 3 | 3.0 |
| Lake-Sumter | 1 | 3.2 | 0 | 0 | 3 | 11.5 |
| Manatee | 4 | N/A | 5 | N/A | 4 | N/A |
| Miami-Dade | 41 | .9 | 52 | 1.0 | 61 | 1.0 |
| North Florida | 2 | 50.0 | 7 | 53.8 | 0 | 0 |
| Okaloosa-Walton | 0 | 0 | 0 | 0 | 1 | .7 |
| Palm Beach | 12 | 8.0 | 3 | 2.0 | 14 | 5.0 |
| Pasco-Hernando | DID NOT OPEN UNTIL FALL, 1971 | | NO DEGREE COMPLETIONS | | | |
| Pensacola | 2 | 1.5 | 1 | .5 | 4 | 2.1 |
| Polk | 2 | 2.0 | 7 | 5.6 | 10 | 5.4 |
| St. Johns River | 0 | 0 | 1 | 2.7 | 4 | 14.3 |
| St. Petersburg | 8 | 2.1 | 5 | 1.1 | 6 | 1.5 |
| Santa Fe | NO A.S. DEGREE PROGRAMS | | | | | |
| Seminole | 5 | 5.5 | 2 | 6.0 | 4 | 6.0 |
| South Florida | 0 | 0 | 0 | 0 | 0 | 0 |
| Tallahassee | 1 | 25.0 | 1 | 4.0 | 3 | 9.0 |
| Valencia | 0 | 0 | 2 | .5 | 3 | .6 |

N/A Not Available In Time For Report

Range of Student Scores on Twelfth Grade Placement Test in Florida in 1971

| Score Range | White | | Black | |
|---|---|---|---|---|
| | Number Scoring Within Given Range | Percent Scoring Within Given Range | Number Scoring Within Given Range | Percent Scoring Within Given Range |
| 0-100 | 2,993 | 6.3 | 3,630 | 47.0 |
| 101-150 | 3,978 | 8.4 | 1,624 | 21.0 |
| 151-200 | 5,112 | 10.8 | 998 | 12.9 |
| 201-250 | 5,630 | 11.9 | 638 | 8.3 |
| 251-300 | 6,376 | 13.5 | 395 | 5.1 |
| 301-350 | 6,575 | 13.9 | 236 | 3.0 |
| 351-400 | 6,592 | 14.0 | 131 | 1.7 |
| 401-495 | 10,005 | 21.2 | 75 | 1.0 |
| | 47,261 | 100.0 | 7,727 | 100.0 |

Source: Educational Research
Academic Affairs

HC:pf
5/29/73

(Continued)

Range of Student Scores on Twelfth Grade Placement Test in Florida in 1971

| Score | White | | Black | |
|---|---|---|---|---|
| | Number Scoring At or Below Given Score | Percent Scoring At or Below Given Score | Number Scoring At or Below Given Score | Percent Scoring At or Below Given Score |
| 100 | 2,993 | 6.3 | 3,630 | 47.0 |
| 150 | 6,971 | 14.7 | 5,254 | 68.0 |
| 200 | 12,083 | 25.5 | 6,252 | 80.9 |
| 250 | 17,713 | 37.4 | 6,890 | 89.2 |
| 300 | 24,089 | 50.9 | 7,285 | 94.3 |
| 350 | 30,664 | 64.8 | 7,521 | 97.3 |
| 400 | 37,256 | 78.8 | 7,652 | 99.0 |
| 495 | 47,261 | 100.0 | 7,727 | 100.0 |

Source: Educational Research
Academic Affairs

HC:pf
5/29/73

EEO - CODE GROUP "1"

4. DESCRIPTION OF JOB CATEGORIES

Officials and managers. -- Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried foremen who are members of management, purchasing agents and buyers, and kindred workers.

CODE "2"

Professional -- Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.

CODE "3"

Technicians -- Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers and operators, draftsmen, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical sciences), and kindred workers.

CODE "4"

Sales -- Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and salesmen, insurance agents and brokers, real estate agents and brokers, stock and bond salesmen, demonstrators, salesmen and sales clerks, grocery clerks and cashier-checkers, and kindred workers.

CODE "5"

Office and clerical -- Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office boys, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.

CODE "6"

Craftsmen (skilled) -- Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid foremen and leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.

CODE "7"

Operatives (semiskilled) -- Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics) plumbers, bricklayers, carpenters, electricians, machinists, mechanics, plumbers, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, deliverymen and routemen, dressmakers and seamstresses (except factory), dryers, furnacemen, heaters (metal), laundry and dry cleaning operatives, milliners, mine operatives and laborers, motormen, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, stationary firemen, truck and tractor drivers, weavers (textile), welders, and flamecutters, and kindred workers.

CODE "8"

Laborers (unskilled) -- Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, gardeners (except farm) and groundskeepers, longshoremen and stevedores, lumbermen, raftsmen and wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

CODE "9"

Service workers -- Workers in both protective and nonprotective service occupations. Includes: attendants (hospital and other institution, professional and personal service, including nurses aides, and orderlies), barbers, charwomen and cleaners, cooks (except household), counter and fountain workers, elevator operators, firemen and fire protection, guards, watchmen and doorkeepers, stewards, janitors, policemen and detectives, porters, waiters and waitresses, and kindred workers.

## Faculty

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 20121000 | 2 | PROFESSOR | 20123040 | 2 | VISITING ASST PR | 20125511 | 2 LECTURER-ACT DIRECTOR |
| 20121007 | 2 | VA-S-PROFESSOR | 20123050 | 2 | INTERIM ASST PROF | 20125513 | 2 RSCH ASSOC & ACT DIR |
| 20121020 | 2 | DISTINGUISHED PROFESSOR | 20123060 | 2 | ADJUNCT ASST PROFESSOR | 20125573 | 2 RSCH ASSOC & DIRECTOR |
| 20121030 | 2 | PROFESSOR-EMERITUS | 20123070 | 2 | RESEARCH ASST PROF | 20125700 | 2 ADMINISTRATOR |
| 20121040 | 2 | VISITING PROFESSOR | 20123080 | 2 | CLINICAL ASST PROF | 20125701 | 2 LECTURER-OTHER FAC ADM |
| 20121050 | 2 | INTERIM PROFESSOR | 20123090 | 2 | ASST PROFESSOR-P T | 20125703 | 2 ASSOC ADMINISTRATOR |
| 20121060 | 2 | ADJUNCT PROFESSOR | 20123110 | 2 | ASST PROF-ACTING DEAN | 20125704 | 2 ASST ADMINISTRATOR |
| 20121070 | 2 | RESEARCH PROFESSOR | 20123200 | 2 | ASST PROF-ASSOC DEAN | 20125711 | 2 LECTURER-ACT OTHER FAC AD |
| 20121080 | 2 | CLINICAL PROFESSOR | 20123210 | 2 | ASST PROF-ACT ASSOC DEAN | 20125713 | 2 RSCH ASOC/ACT OTHER F ADM |
| 20121090 | 2 | PROFESSOR-P T | 20123300 | 2 | ASST PROF-ASST DEAN | 20125773 | 2 RSCH ASSOC & OTHER F ADM |
| 20121100 | 2 | PROFESSOR-DEAN | 20123310 | 2 | ASST PROF-ACT ASST DEAN | 20125800 | 2 DIRECTOR |
| 20121110 | 2 | PROFESSOR-ACTING DEAN | 20123400 | 2 | ASST PROFESSOR-CHAIRMAN | 20125801 | 2 LECTURER-DIRECTOR |
| 20121130 | 2 | PROF-DEAN-EMERITUS | 20123410 | 2 | ASST PROF-ACT CHAIRMAN | 20125803 | 2 ASSOC DIRECTOR |
| 20121200 | 2 | PROF-ASSOCIATE DEAN | 20123500 | 2 | ASST PROFESSOR-DIRECTOR | 20125804 | 2 ASST DIRECTOR |
| 20121210 | 2 | PROF-ACT ASSOC DEAN | 20123510 | 2 | ASST PROF-ACTING DIRECTOR | 20125811 | 2 LECTURER-ACT DIRECTOR |
| 20121300 | 2 | PROF-ASSISTANT DEAN | 20123700 | 2 | ASST PROF-OTHER FAC ADM | 20125813 | 2 RSCH ASSOC & ACT DIR |
| 20121310 | 2 | PROF-ACT ASST DEAN | 20123710 | 2 | ASST PROF-ACT OTHER F ADM | 20125873 | 2 RSCH ASSOC & DIRECTOR |
| 20121400 | 2 | PROFESSOR-CHAIRMAN | 20123800 | 2 | ASST PROFESSOR-DIRECTOR | 20126000 | 2 SUMMER FACULTY |
| 20121410 | 2 | PROF-ACT CHAIRMAN | 20123810 | 2 | ASST PROF-ACTING DIRECTOR | | |
| 20121500 | 2 | PROFESSOR-DIRECTOR | 20124000 | 2 | INSTRUCTOR | | |
| 20121510 | 2 | PROF-ACT DIRECTOR | 20124007 | 2 | VA-S-INSTRUCTOR | | |
| 20121600 | 2 | PROF-ACAD VICE PRESIDENT | 20124040 | 2 | VISITING INSTRUCTOR | | |
| 20121603 | 2 | PROF-ASSOCIATE VP | 20124050 | 2 | INTERIM INSTRUCTOR | | |
| 20121604 | 2 | PROF-ASSISTANT VP | 20124060 | 2 | ADJUNCT INSTRUCTOR | | |
| 20121610 | 2 | PROF-ACT ACAD VICE PRES | 20124070 | 2 | RESEARCH INSTRUCTOR | | |
| 20121613 | 2 | PROF-ACT ASSOC VP | 20124080 | 2 | CLINICAL INSTRUCTOR | | |
| 20121614 | 2 | PROF-ACT ASST VP | 20124090 | 2 | INSTRUCTOR-P T | | |
| 20121700 | 2 | PROF-OTHER FAC ADM | 20124210 | 2 | INSTRUCTOR-ACT ASSOC DEAN | | |
| 20121710 | 2 | PROF-ACT OTHER FAC ADM | 20124310 | 2 | INSTRUCTOR-ACT ASST DEAN | | |
| 20121800 | 2 | PROFESSOR-DIRECTOR | 20124400 | 2 | INSTRUCTOR-CHAIRMAN | | |
| 20121810 | 2 | PROF-ACT DIRECTOR | 20124410 | 2 | INSTRUCTOR-ACT CHAIRMAN | | |
| 20122000 | 2 | ASSOCIATE PROFESSOR | 20124500 | 2 | INSTRUCTOR-DIRECTOR | | |
| 20122007 | 2 | VA-S-ASSOC PROF | 20124510 | 2 | INSTRUCTOR-ACT DIRECTOR | | |
| 20122020 | 2 | DISTINGUISHED ASSOC PROF | 20124700 | 2 | INSTR-OTHER FAC ADM | | |
| 20122030 | 2 | ASSOC PROF-EMERITUS | 20124710 | 2 | INSTR-ACT OTHER FAC ADM | | |
| 20122040 | 2 | VISITING ASSOC PROF | 20124800 | 2 | INSTRUCTOR-DIRECTOR | | |
| 20122050 | 2 | INTERIM ASSOC PROF | 20124810 | 2 | INSTRUCTOR-ACT DIRECTOR | | |
| 20122060 | 2 | ADJUNCT ASSOC PROFESSOR | 20125001 | 2 | LECTURER | | |
| 20122070 | 2 | RESEARCH ASSOC PROF | 20125002 | 2 | COUNSELOR/ADVISOR | | |
| 20122080 | 2 | CLINICAL ASSOC PROF | 20125003 | 2 | TEACHING ASSOCIATE | | |
| 20122090 | 2 | ASSOC PROFESSOR-P T | 20125004 | 2 | TEACHING ASSISTANT | | |
| 20122100 | 2 | ASSOC PROF-DEAN | 20125009 | 2 | OTHER FACULTY RANK | | |
| 20122110 | 2 | ASSOC PROF-ACTING DEAN | 20125021 | 2 | DISTINGUISHED LECTURER | | |
| 20122200 | 2 | ASSOC PROF-ASSOC DEAN | 20125031 | 2 | LECTURER-EMERITUS | | |
| 20122210 | 2 | ASSOC PROF-ACT ASSOC DEAN | 20125041 | 2 | VISITING LECTURER | | |
| 20122300 | 2 | ASSOC PROF-ASST DEAN | 20125051 | 2 | INTERIM LECTURER | | |
| 20122310 | 2 | ASSOC PROF-ACT ASST DEAN | 20125053 | 2 | INTERIM TEACHING ASSOC | | |
| 20122400 | 2 | ASSOC PROF-CHAIRMAN | 20125061 | 2 | ADJUNCT LECTURER | | |
| 20122410 | 2 | ASSOC PROF-ACT CHAIRMAN | 20125063 | 2 | ADJUNCT TEACHING ASSOC | | |
| 20122500 | 2 | ASSOC PROF-DIRECTOR | 20125064 | 2 | ADJUNCT RESEARCH ASST | | |
| 20122510 | 2 | ASSOC PROF-ACT DIRECTOR | 20125071 | 2 | RESEARCH LECTURER | | |
| 20122604 | 2 | ASSOC PROF-ASST VICE PRES | 20125073 | 2 | RESEARCH ASSOCIATE | | |
| 20122610 | 2 | ASSOC PROF-ACT ACAD VP | 20125074 | 2 | RESEARCH ASSISTANT | | |
| 20122613 | 2 | ASSOC PROF-ACT ASSOC VP | 20125077 | 2 | VA RESEARCH ASSOCIATE | | |
| 20122614 | 2 | ASSOC PROF-ACT ASST VP | 20125083 | 2 | CLINICAL ASSOC | | |
| 20122700 | 2 | ASSOC PROF-OTHER FAC ADM | 20125211 | 2 | LECTURER-ACT ASSOC DEAN | | |
| 20122710 | 2 | ASSOC PROF-ACT OTHR F ADM | 20125311 | 2 | LECTURER-ACT ASST DEAN | | |
| 20122800 | 2 | ASSOC PROF-DIRECTOR | 20125401 | 2 | LECTURER-CHAIRMAN | | |
| 20122810 | 2 | ASSOC PROF-ACT DIRECTOR | 20125411 | 2 | LECTURER-ACT CHAIRMAN | | |
| 20123000 | 2 | ASSISTANT PROFESSOR | 20125500 | 2 | DIRECTOR | | |
| 20123007 | 2 | VA-S-ASST PROF | 20125501 | 2 | LECTURER-DIRECTOR | | |

**OCCUPATION CODE: 8 DIGITS**

**DIGITS (1 & 2): Personnel Type**
**00 - A & P**
**10 - CS**
**20 - Faculty**

**DIGIT (3): Filled in class (Always 1)**
**DIGIT (4): HEW Code (see Exhibit G)**
**DIGITS (5 thru 8): Class Code**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 00110105 | 1 | ADMINISTRATIVE-PROFESSIONAL | | | | | |
| 00110106 | 1 | IVERSITY PRESIDENT | 00110750 | 1 | DIRECTOR OF SECU | 10120605 | 1 |
| 00110107 | 1 | EXECUTIVE VICE PRESICENT | 00110751 | 1 | DIR UNIV SAFETY & SEC | 10120606 | 2 |
| 00110108 | 1 | VICE PRES OF ADMIN | 00110760 | 1 | DIR INFORMATION SERV | 10120607 | 2 |
| 00110109 | 1 | EXEC ASST TO THE PRESID | 00110786 | 1 | VICE PRES FINANCE & PLAN | 10120716 | 2 |
| 00110111 | 1 | ASST TO THE PRESIDENT | 00120132 | 1 | COMPUTER RESEARCH SPEC | 10120729 | 1 |
| 00110112 | 1 | UNIVERSITY BUSINESS MAN | 00120133 | 1 | SYSTEMS COORDINATOR | 10120735 | 1 |
| 00110113 | 1 | UNIVERSITY CONTROLLER | 00120240 | 1 | CONTINUING EDUC COORD | 10120745 | 1 |
| 00110114 | 1 | DIR UNIV BUSINESS SERV | 00120272 | 1 | RESEARCH ASSCCIATE | 10120746 | 2 |
| 00110118 | 1 | DIR ADMINISTRATIVE SERV | C0120330 | 1 | UNIV COUNSELING PSYCHOL | 10120747 | 2 |
| 00110119 | 1 | ASST TO VICE PRES ADMIN | C0120335 | 1 | COUNSELOR TO STUDENTS | 10122573 | 1 |
| 00110121 | 1 | ASST TO EXEC VICE PRES | 00120350 | 1 | STUDENT AFFAIRS COORD | 10123028 | 1 |
| 00110125 | 1 | DIRECTOR INTERNAL CONTROL | 00120378 | 1 | LIAISON OFFICER | 10123031 | 2 |
| 00110127 | 1 | DIRECTOR UNIV PURCHASING | C0120460 | 1 | UNIVERSITY PSYCHIATRIST | 10123032 | 2 |
| 00110136 | 1 | DIR REGIONAL DATA CENTER | 00120470 | 1 | CLINICAL PSYCHCLCGIST | 10123036 | 2 |
| 00110138 | 1 | DIR UNIV PERSONNEL REL | C0120480 | 1 | UNIVERSITY PHYSICIAN | 10123226 | 2 |
| 00110141 | 1 | ASSCC DIR UNIV PER REL | 00120499 | 1 | STAFF PHYSICIST | 10123248 | 2 |
| 00110145 | 1 | DIR UNIV ADMIN PLANNING | 00120507 | 1 | UNIVERSITY LIBRARIAN | 10123262 | 2 |
| 00110146 | 1 | DIR UNIV PHYSICAL PLANN | 00120508 | 1 | ASSCC UNIV LIBRARIAN | 10124012 | 2 |
| 00110156 | 1 | ASSCCIATE DIR PHYSICAL PL | 00120509 | 1 | ASST UNIV LIBRARIAN | 10124076 | 2 |
| 00110160 | 1 | BUDGET OFFICER | 00120615 | 1 | UNIV PHYS PLANN CONSULT | 10124101 | 2 |
| 00110165 | 1 | DIRECTOR UNIV HOUSING | 00120620 | 1 | UNIVERSITY ATTCRNEY | 10124136 | 2 |
| 00110180 | 1 | DIR AUXILIARY SERVICES | C0120625 | 1 | ASSCC UNIVER ATTCRNEY | 10124138 | 2 |
| 00110186 | 1 | DIRECTOR PHYSICAL PLANT | C0120771 | 1 | CURATOR | 10124421 | 1 |
| 00110201 | 1 | DIR PLAN & INSTIT ANAL | | | | 10124422 | 2 |
| 00110202 | 1 | UNIVERSITY REGISTRAR | | | | 10124423 | 2 |
| 00110203 | 1 | DIR RECORDS & REGISTR | | | | 10126108 | 2 |
| 00110250 | 1 | DIRECTOR ADMISSIONS | 10110310 | 2 | ASST BOOKSTORE MANAGER | 10126332 | 1 |
| 00110260 | 1 | CONTIN EDUC CENTER ADMIN | 10110418 | 2 | ASST FIN & ACTG DIR I | 10126333 | 2 |
| 00110265 | 1 | DIRECTOR TESTING & EVAL | 10110419 | 2 | ASST FIN & ACTG DIR II | 10126439 | 1 |
| 00110280 | 1 | ASST DIRECTOR RESEARCH | 10110506 | 2 | PERSONNEL MANAGER I | 10126445 | 1 |
| 00110290 | 1 | DIRECTOR CONTINUING EDUC | 10110511 | 2 | ASST PERSONNEL OFFICER I | 10126448 | 1 |
| 00110301 | 1 | AREA ADMINISTRATOR | 10110512 | 2 | ASST PERSONNEL OFFICER II | 10126480 | 2 |
| 00110305 | 1 | VICE PRESIDENT STUD AFF | 10110568 | 2 | PLAN & EVAL SUPV | 10127086 | 2 |
| 00110310 | 1 | DIR UNIV COUNSELING CENT | 10110577 | 2 | PLANT PLANNING ASST DIR | 10127089 | 1 |
| 00110314 | 1 | DEAN STUDENT AFFAIRS | 10110608 | 2 | ASST PURCHASING DIR | 10127092 | 1 |
| 00110320 | 1 | ASST DEAN STUDENT AFFAIRS | 10110624 | 1 | STORES SUPERVISCR | 10127115 | 2 |
| 00110340 | 1 | ASST TO VICE PRES STUD AF | 10110626 | 2 | STORES MANAGER | 10127319 | 2 |
| 00110345 | 1 | DIR STUDENT FINANCIAL AID | 10111891 | 2 | CAMPUS SEC DIRECTOR I | 10127562 | 2 |
| 00110354 | 1 | DIR STUDENT PLACEMENT | 10112350 | 2 | ASST PHY PLT SERV DIR II | 10128827 | 2 |
| 00110370 | 1 | DIRECTOR UNIVERSITY UNION | 10116336 | 2 | ASST REGISTRAR | 10128830 | 2 |
| 00110372 | 1 | DIR INTERCOLLEGIATE ATHL | 10116339 | 2 | ASST ADMISSIONS DIRECTOR | 10130231 | 1 |
| 00110410 | 1 | ASST DIR INTERCOLLEG ATHL | 10116458 | 2 | UNIV UN PROG DIR II | 10130232 | 1 |
| 00110423 | 1 | DIR STUD HEALTH SERVICES | 10116460 | 2 | ASST OPR DIR UNIV UNION | 10130233 | 1 |
| 00110435 | 1 | BUSINESS MGR MED CENTER | 10116482 | 2 | ASST A-V MEDIA DIRECTOR | 10130237 | 2 |
| 00110437 | 1 | CLINICAL LABCRATORY DIR | 10116516 | 1 | ASST TV ART DIRECTOR | 10130238 | 2 |
| 00110500 | 1 | OPERATIONS RESEARCH DIR | 10116529 | 2 | TV PRODUCER-DIRECTOR | 10130240 | 2 |
| 00110505 | 1 | DIR INSTRUCTIONAL SERV | 10118830 | 2 | MUSEUM ADMINISTRATOR | 10130241 | 1 |
| 00110506 | 1 | DIRECTOR UNIV LIBRARIES | 10120251 | 2 | CPTR SYSTEMS ANALYST I | 10130242 | 1 |
| 00110510 | 1 | ASST DIR UNIV LIBRARIES | 10120252 | 2 | CPTR SYSTEMS ANALYST II | 10130312 | 2 |
| 00110525 | 1 | DIR HEALTH SCIENCES LIB | 10120254 | 2 | CPTR SYS ANALYSIS SUPV | 10130313 | 2 |
| 00110530 | 1 | DIRECTOR UNIV PLANETARIUM | 10120256 | 2 | CPTR SYS & PROG MGR | 10130600 | 1 |
| 00110532 | 1 | DIR INSTRUCTIONAL MEDIA | 10120267 | 2 | EDP CUALITY CONTROL SUPV | 10130656 | 1 |
| 00110533 | 1 | DIR INSTRUCTIONAL GRAPH | 10120411 | 1 | ACCCUNTANT I | 10130657 | 1 |
| 00110555 | 1 | ASST DIR LEARNING RES | 10120412 | 2 | ACCCUNTANT II | 10130705 | 1 |
| 00110617 | 1 | DIR UNIV TV | 10120413 | 2 | ACCCUNTANT III | 10130707 | 2 |
| 00110705 | 1 | DIR SPACE UTIL & ANALYSIS | 10120414 | 2 | ACCCUNTANT IV | 10130721 | 1 |
| 00110710 | 1 | DIR UNIVERSITY RELATIONS | 10120471 | 2 | INTERNAL AUDITCR I | 10130722 | 1 |
| 00110715 | 1 | DIR UNIVER DEVELOPMENT | 10120472 | 2 | INTERNAL AUDITCR II | 10130767 | 1 |
| 00110720 | 1 | DIRECTOR ALUMNI AFFAIRS | 10120502 | 1 | PERSCNNEL TECHNICIAN I | 10130769 | 1 |
| | | DIRECTOR PUBLICATIONS | 10120503 | 2 | PERSCNNEL TECHNICIAN II | 10130771 | 1 |
| | | UNIVERSITY PRESS | 10120504 | 2 | PERSCNNEL TECHNICIAN III | 10130772 | 1 |

## Career Service

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | 10120716 | 2 |
| | | | | | | 10120729 | 1 |
| | | | | | | 10120735 | 1 |
| | | | | | | 10120745 | 1 |
| | | | | | | 10120746 | 2 |
| | | | | | | 10120747 | 2 |
| | | | | | | 10122573 | 1 |
| | | | | | | 10123028 | 1 |
| | | | | | | 10123031 | 2 |
| | | | | | | 10123032 | 2 |
| | | | | | | 10123036 | 2 |
| | | | | | | 10123226 | 2 |
| | | | | | | 10123248 | 2 |
| | | | | | | 10123262 | 2 |
| | | | | | | 10124012 | 2 |
| | | | | | | 10124076 | 2 |
| | | | | | | 10124101 | 2 |
| | | | | | | 10124136 | 2 |
| | | | | | | 10124138 | 2 |
| | | | | | | 10124421 | 1 |
| | | | | | | 10124422 | 2 |
| | | | | | | 10124423 | 2 |
| | | | | | | 10126108 | 2 |
| | | | | | | 10126332 | 1 |
| | | | | | | 10126333 | 2 |
| | | | | | | 10126439 | 1 |
| | | | | | | 10126445 | 1 |
| | | | | | | 10126448 | 1 |
| | | | | | | 10126480 | 2 |
| | | | | | | 10127086 | 2 |
| | | | | | | 10127089 | 1 |
| | | | | | | 10127092 | 1 |
| | | | | | | 10127115 | 2 |
| | | | | | | 10127319 | 2 |
| | | | | | | 10127562 | 2 |
| | | | | | | 10128827 | 2 |
| | | | | | | 10128830 | 2 |
| | | | | | | 10130231 | 1 |
| | | | | | | 10130232 | 1 |
| | | | | | | 10130233 | 1 |
| | | | | | | 10130237 | 2 |
| | | | | | | 10130238 | 2 |
| | | | | | | 10130240 | 2 |
| | | | | | | 10130241 | 1 |
| | | | | | | 10130242 | 1 |
| | | | | | | 10130312 | 2 |
| | | | | | | 10130313 | 2 |
| | | | | | | 10130600 | 1 |
| | | | | | | 10130656 | 1 |
| | | | | | | 10130657 | 1 |
| | | | | | | 10130705 | 1 |
| | | | | | | 10130707 | 2 |
| | | | | | | 10130721 | 1 |
| | | | | | | 10130722 | 1 |
| | | | | | | 10130767 | 1 |
| | | | | | | 10130769 | 1 |
| | | | | | | 10130771 | 1 |
| | | | | | | 10130772 | 1 |

| | | |
|---|---|---|
| 10130773 | 1 | PHOTOGRAPHY SUPV I |
| 10132070 | 1 | ANIMAL TECHNICIAN I |
| 10132071 | 1 | ANIMAL TECHNICIAN II |
| 10132073 | 1 | ANIMAL TECHNICIAN SUPV I |
| 10132074 | 2 | ANIMAL TECHNICIAN SUPV II |
| 10132130 | 2 | PRINT SHOP MANAGER |
| 10132335 | 2 | MAINT SUPT I |
| 10132337 | 2 | MAINT SUPT III |
| 10132365 | 1 | BLDG CONSTR COORDINATOR |
| 10132437 | 1 | UTILITY SUPERVISOR I |
| 10132442 | 2 | ASST UTILITIES SUPT |
| 10132446 | 2 | UTILITIES SUP III |
| 10132514 | 2 | MANAGER OF LABORATORIES |
| 10132521 | 1 | ELECTRONIC TECHNICIAN I |
| 10132522 | 1 | ELECTRONIC TECHNICIAN II |
| 10132524 | 1 | ELECTRONIC EQPT MNT SUPV |
| 10132605 | 2 | MARINE SERVICES SUPV |
| 10133011 | 1 | ENGINEERING TECH I |
| 10133014 | 1 | ENGINEERING TECH IV |
| 10133211 | 1 | LAB TECHNICIAN I |
| 10133212 | 1 | LAB TECHNICIAN II |
| 10133216 | 1 | LAB TECHNOLOGIST I |
| 10133217 | 1 | LAB TECHNOLOGIST II |
| 10133220 | 1 | ELECTRON MICROSC TECH I |
| 10133247 | 2 | MARINE BIOLOGIST II |
| 10134036 | 1 | MEDICAL TECHNOLOGIST I |
| 10134251 | 2 | SANITARIAN I |
| 10134420 | 1 | LICENSED PRACTICAL NURSE |
| 10136327 | 1 | SPACE & FAC ANALYST |
| 10136328 | 2 | SPACE & FAC ANALYST SUPV |
| 10136361 | 2 | UNIV RESEARCH PROJ ADMIN |
| 10136436 | 1 | ASST GOLF COURSE MANAGER |
| 10136438 | 2 | GOLF COURSE MANAGER |
| 10136451 | 1 | UNIV UN RECR SUPV II |
| 10136454 | 2 | UNIV UN ASST PRGS DIR |
| 10136472 | 1 | A V TECHNICIAN |
| 10136474 | 1 | A V LIBRARIAN |
| 10136476 | 1 | A V MATERIALS MANAGER |
| 10136478 | 2 | A V SPECIALIST |
| 10136487 | 1 | COMMUNICATIONS LAB SUPV |
| 10136492 | 1 | RADIO ANNOUNCER II |
| 10136494 | 2 | RADIO MANAGER |
| 10136505 | 2 | TV STUDIO SUPERVISOR |
| 10136519 | 1 | TV & ART STUDIO MGR |
| 10136525 | 1 | RADIO-TV TRAFFIC COORD |
| 10136530 | 2 | TV PRODUCTION MANAGER |
| 10136531 | 1 | RADIO-TV ENGINEER I |
| 10136532 | 2 | RADIO-TV ENGINEER II |
| 10136535 | 2 | TV ENGINEERING MANAGER |
| 10136538 | 2 | TV PROG MANAGER II |
| 10137071 | 2 | VOCATIONAL COUNSELOR I |
| 10137072 | 2 | VOCATIONAL COUNSELOR II |
| 10140301 | 1 | SALES CLERK I |
| 10140302 | 1 | SALES CLERK II |
| 10150011 | 1 | CLERK I |
| 10150012 | 1 | CLERK II |
| 10150013 | 1 | CLERK III |
| 10150014 | 1 | CLERK IV |
| 10150015 | 1 | CLERK V |
| 10150021 | 1 | CLERK TYPIST I |
| 10150023 | 1 | CLERK TYPIST III |
| 10150031 | 1 | SECRETARY I |
| 10150032 | 1 | SECRETARY II |
| 10150033 | 1 | SECRETARY III |
| 10150034 | 1 | SECRETARY IV |
| 10150038 | 2 | EXECUTIVE SECRETARY III |
| 10150044 | 1 | RECEPTIONIST |
| 10150051 | 1 | MAIL CLERK I |
| 10150052 | 1 | MAIL CLERK II |
| 10150055 | 1 | ASST CAMPUS POSTMASTER |
| 10150056 | 1 | CAMPUS POSTMASTER I |
| 10150101 | 1 | BOOKKEEPING MACHINE OPER |
| 10150117 | 1 | CENTREX OPERATOR |
| 10150118 | 1 | CENTREX OPERATOR SUPV I |
| 10150121 | 1 | SWITCHBOARD OPERATOR I |
| 10150122 | 1 | SWITCHBOARD OPERATOR II |
| 10150202 | 1 | KEY PUNCH OPERATOR |
| 10150206 | 1 | KEY PUNCH SUPERVISOR II |
| 10150270 | 1 | EDP LIBRARIAN |
| 10150272 | 1 | EDP CONTROL CLERK |
| 10150305 | 1 | BOOKSTORE SUPERVISOR |
| 10150321 | 1 | TELLER I |
| 10150322 | 1 | TELLER II |
| 10150325 | 1 | CASHIER I |
| 10150326 | 1 | CASHIER II |
| 10150401 | 1 | ACCOUNT CLERK I |
| 10150402 | 1 | ACCOUNT CLERK II |
| 10150405 | 1 | FISCAL ASSISTANT I |
| 10150406 | 1 | FISCAL ASSISTANT II |
| 10150500 | 1 | PERSONNEL AIDE |
| 10150619 | 1 | STOCK CLERK |
| 10150621 | 1 | STOREKEEPER I |
| 10150622 | 1 | STOREKEEPER II |
| 10150653 | 1 | PROPERTY CLERK I |
| 10150654 | 1 | PROPERTY CLERK II |
| 10150701 | 1 | STATISTICAL AIDE I |
| 10150702 | 1 | STATISTICAL AIDE II |
| 10150754 | 1 | LIBRARY ASSISTANT |
| 10150901 | 1 | STAFF ASSISTANT I |
| 10150902 | 1 | STAFF ASSISTANT II |
| 10150906 | 2 | ADMINISTRATIVE ASST I |
| 10150907 | 2 | ADMINISTRATIVE ASST II |
| 10155611 | 1 | VOLUNTEER SERV COORD I |
| 10156025 | 1 | TEACHER AIDE |
| 10156341 | 1 | FINANCIAL AID COUNSELOR |
| 10156450 | 1 | UNIV UN RECR SUPV I |
| 10156452 | 1 | UNIV UN SUPERVISOR |
| 10157501 | 1 | SOCIAL WORK ASSISTANT |
| 10157560 | 1 | DAY CARE AIDE |
| 10158806 | 1 | MUSEUM GUIDE II |
| 10159996 | 1 | TEMP TECHNICAL AIDE |
| 10159997 | 1 | TEMP TECHNICAL ASST I |
| 10159998 | 1 | TEMP TECHNICAL ASST II |
| 10159999 | 1 | TEMP TECHNICAL ASST III |
| 10162003 | 1 | LABOR FOREMAN |
| 10162011 | 1 | MAINT REPAIRMAN |
| 10162012 | 1 | CARPENTER |
| 10162016 | 1 | CABINET MAKER |
| 10162020 | 1 | ELECTRICIAN |
| 10162025 | 1 | PAINTER |
| 10162030 | 1 | PLUMBER |
| 10162035 | 1 | MAINT MECHANIC |
| 10162046 | 1 | SHEET METAL WORKER |
| 10162050 | 1 | LOCKSMITH I |
| 10162051 | 1 | LOCKSMITH II |
| 10162054 | 1 | UPHOLSTERER |
| 10162056 | 1 | REFRIGERATION MECHANIC |
| 10162062 | 1 | TRADES FOREMAN |
| 10162121 | 1 | PRESSMAN I |
| 10162122 | 1 | PRESSMAN II |
| 10162126 | 1 | PRINT SHOP SUPERVISOR |
| 10162222 | 1 | NURSERY & LAND SUPV |
| 10162227 | 2 | LAND & GROUNDSKPG SUPT II |
| 10162330 | 1 | MAINT SUPERVISOR I |
| 10162331 | 2 | MAINT SUPERVISOR II |
| 10162340 | 2 | BLDG SERV ASST SUPT |
| 10162341 | 2 | BLDG SERV SUPT I |
| 10162342 | 2 | BLDG SERV SUPT II |
| 10162401 | 1 | OPERATING ENGINEER I |
| 10162402 | 1 | OPERATING ENGINEER II |
| 10162502 | 1 | LAB MECH MACHINIST II |
| 10162510 | 1 | LAB MACHINE SHOP SUPV I |
| 10162517 | 1 | GLASSBLOWER III |
| 10172010 | 1 | TRADES HELPER |
| 10172705 | 1 | AUTO EQUIP MECHANIC I |
| 10172706 | 1 | AUTO EQUIP MECHANIC II |
| 10172708 | 1 | AUTO EQUIP REPAIR FOREMAN |
| 10173210 | 1 | LABORATORY HELPER |
| 10182080 | 1 | ANIMAL CARETAKER |
| 10182201 | 1 | GROUNDSKEEPER I |
| 10182202 | 1 | GROUNDSKEEPER II |
| 10182204 | 1 | GROUNDSKEEPING SUPV I |
| 10182205 | 2 | GROUNDSKEEPING SUPV II |
| 10182210 | 1 | TREE SURGEON |
| 10182212 | 1 | NURSERY ASSISTANT |
| 10182214 | 1 | NURSERY FOREMAN |
| 10182225 | 2 | LAND & GROUNDSKPG SUPT I |
| 10182731 | 1 | MOTOR VEHICLE OPERATOR I |
| 10182732 | 1 | MOTOR VEHICLE OPERATOR II |
| 10182733 | 1 | HEAVY EQUIPMENT OPERATOR |
| 10186325 | 1 | GUEST HOUSE MANAGER |
| 10191880 | 1 | CAMPUS PARKING PATROLLER |
| 10191881 | 1 | CAMPUS SEC POLICE OFFICER |
| 10191882 | 1 | CAMPUS SEC POLICE SGT |
| 10191883 | 2 | CAMPUS SEC POLICE LIEUT |
| 10191884 | 2 | CAMPUS SEC POLICE CAPTAIN |
| 10191887 | 1 | CAMPUS SEC INVESTIGATOR |
| 10192301 | 1 | SECURITY GUARD I |
| 10192302 | 1 | SECURITY GUARD II |
| 10192322 | 1 | CUSTODIAL WORKER |
| 10192324 | 1 | CUSTODIAL SUPERVISOR I |
| 10192325 | 1 | CUSTODIAL SUPERVISOR II |
| 10192326 | 1 | CUSTODIAL SUPERVISOR III |
| 10192359 | 1 | SAFETY OFFICER |
| 10194402 | 1 | NURSING ASSISTANT |
| 10195504 | 1 | LINEN HANDLER II |
| 10196402 | 2 | CAMPUS SERVICES COORD |

(H1)

# USF BUDGET ENTITIES

## Central Administration

| Account Number | Title | Administrative Officer |
|---|---|---|
| 0000 | President | C. Mackey |
| 0010 | Gen. Counsel | L. J. Robinson |
| 0100 | V. Pres. Admin. | K. W. Thompson |
| 0110 | V. Pres. Fin. & Plan. | A. C. Hartley |
| 0111 | Budget Office | R. C. Fender |
| 0120 | Fin. & Acctg. | R. E. Wallace |
| 0130 | Proc. | E. G. Beatie |
| 0141 | Personnel | J. Weicherding |
| 0150 | Internal Control | R. Zureich |
| 0160 | Admin. Plan. | D. J. Anderson |
| 0161 | Space & Fac. | L. D. Yorks |
| 0162 | Univ. Adm. Plan. | G. E. Clayton |
| 0170-0175 | CRC & Reg. Data Ctr. | H. R. Steele |
| 0180 | Development | T. L. Edmonson |
| 0600 | Info. Serv. | J. J. Bruss |
| 0610 | Univ. Rel. | J. F. Vickrey |
| 0620 | Alum. Serv. | J. M. Tomaino |
| 0700 | SPA - Ctr. Adm. | H. J. Brames |
| 0900 | Publications | F. E. Spear |
| 0902 | C/S Senate | J. P. Weicherding |
| 1900-1901 | CRC & Reg. Data Ctr. | H. R. Steele |
| 1904 | Cent. Sci.Store | E. G. Beatie |
| 3000's | Phys. Plant | C. W. Butler |
| 3005 | Planning | G. Clayton |
| 3025 & 3083 | Security | P. A. Uravich |

Central Administration Cont.

| Account Number | Title | Administrative Officer |
|---|---|---|
| 6000 | Admin. Office | R. E. Wallace |
| 6020, 6021, 6023, 6060, 6240, 6260 | Aux. Bookstore | T. R. Berry |
| 6010 | Food Serv. & Housing | R. King |
| 6100 | Comp. Res. Ctr. | H. R. Steele |
| 6150 | Golf Course | T. R. Berry |
| 6250 | Sale of Decals | R. E. Wallace |
| 6600 | Working Capital | C. W. Butler |
| 6620 | M. R. O. Stores | E. Beatie |

Academic Affairs

| Account Number | Title | Administrative Officer |
|---|---|---|
| 0500, 0502 | Registrar | D. MacCullough |
| 0550 | Plan. & Anal. | J. C. Dickinson |
| 1000's | Nat. Science | J. D. Ray, Jr. |
| 1100's | Soc. Science | T. Northcutt |
| 1200's | Bus. Adm. | H. S. Dye |
| 1400's | Eng. | E. W. Kopp |
| 1500's | Fine Arts | D. Saff |
| 1600's | Educ. | R. Wilk |
| 1700's | Lang./Lit. | P. Rice |
| 1033, 1130, 1131, 1230, 1430, 1733, 1830, 1630 | SPA | L. Tuttle |
| 1800 | V. Pres. Acad. Aff. | C. Riggs |
| 1801 | Eval. & Test. | E. Caldwell |
| 1802 | Grad. Stud. | J. Briggs |
| 1803 | Dir. of Res. | W. Taft |
| 1813 | Comm. Col. Del. | F. Spain |
| 1814 | Aca. Plan. & Anal. | J. C. Dickinson |
| 1821, 1896 | Cont. Educ. | J. R. Brightwell |
| 1824 | BIS | K. Kearney |
| 1825 | I & R Serv. | M. Lucoff |
| 1899 | Acad. Aff. Res. | C. Riggs |
| 1906 | SUS Ocean. | R. E. Smith |
| 1909 | Fla. For. | P. Rice |

Academic Affairs Cont.

| Account Number | Title | Administrative Officer |
|---|---|---|
| 2000 & 2050 | Lib./Lib. SPA | M. L. Harkness |
| 2030 | SUS Ext. Lib. | O. Gomez |
| 2070, 4000 - 4050 | Educ. Res. | M. Lucoff |
| 4500 | Ext. Incid. | J. R. Brightwell |
| 6110 | Educ. Res. | M. Lucoff |

Student Affairs

| Account Number | Title | Administrative Officer |
|---|---|---|
| 0300 | Stud. Aff. | J. Howell |
| 0320 | Couns. Ctr. | E. Allen |
| 0330 | Div. of Coop. Educ. | G. Lentz |
| 0350 | Financial Aids | G. Goldsmith |
| 0501 | Admissions | R. Levitt |
| 0730 | Stu. Aff. SPA | D. Beeman |
| 0740 | SPA - Adm. & Reg. | L. Tuttle |
| 1826 | Elec. Phys. Educ. | R. T. Bowers |
| 1902 | Stu. Aff. - Sal. | J. Howell |
| 3070 | P. E. Outdoor | R. T. Bowers |
| 6080 | Univ. Ctr. | D. E. Lake |
| 6090 | Stu. Health Serv. | L. Stevens |
| 6160 | Stu. Organ. | P. Marshall |

USF Faculty by Rank
F.T.E. and Average Salary
9-Month

| Rank | FTE Total | Avg. Sal. | FTE Cauc. | Avg. Sal. | FTE Black | Avg. Sal. | FTE Span. | Avg. Sal. | FTE Orie. | Avg. Sal. | FTE Am.I. | Avg. Sal. | FTE O.M. | Avg. Sal. | FTE Male | FTE Female | % Male | % Female |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Prof. | 127.95/20804 | | 121.95/20766 | | -- | -- | 2.00/18600 | | 2.00/21450 | | -- | -- | 2.00/24750 | | 123.30 | 4.65 | | |
| Dist. Prof. | 2.00/27450 | | 2.00/27450 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 2.00 | -- | | |
| Vis. Prof. | 3.50/18600 | | 3.50/18600 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 3.50 | -- | | |
| Int. Prof. | 0.26/16923 | | 0.26/16923 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 0.26 | -- | | |
| Prof./Chmn. | 1.00/20800 | | 1.00/20800 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | -- | | |
| Prof./Dret. | 7.00/23817 | | 7.00/23817 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 7.00 | -- | | |
| Prof./Act.Chmn. | 4.00/20950 | | 4.00/20950 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 4.00 | -- | | |
| Total FTE | 145.71 | | 139.71 | | -- | -- | 2.00 | | 2.00 | | -- | -- | 2.00 | | 141.06 | 4.65 | .97 | .03 |
| Assoc. Prof. | 205.73/16365 | | 188.73/16320 | | 2.00/18200 | | 6.00/17321 | | 5.00/16285 | | -- | -- | 4.00/16294 | | 183.00 | 22.73 | | |
| Vis. Assoc. | 1.00/19700 | | 1.00/19700 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | -- | | |
| Assoc/Act.Chmn. | 2.00/17500 | | 2.00/17500 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 2.00 | -- | | |
| Assoc./Dret. | 2.00/19950 | | 2.00/19950 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 2.00 | -- | | |
| Assoc./O.F.A. | 3.00/16206 | | 2.00/16026 | | -- | -- | 1.00/16898 | | -- | -- | -- | -- | -- | -- | 2.00 | 1.00 | | |
| Total FTE | 213.73 | | 195.73 | | 2.00 | | 7.00 | | 5.00 | | -- | -- | 4.00 | | 190.00 | 23.73 | .89 | .11 |
| Asst. Prof. | 273.55/13354 | | 254.05/13370 | | 8.50/13171 | | 6.00/12590 | | 3.00/13900 | | -- | -- | 2.00/13564 | | 227.55 | 46.00 | | |
| Vis. Asst. | 3.64/13828 | | 3.64/13828 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 2.64 | 1.00 | | |
| Int. Asst. | 6.85/16172 | | 6.50/11557 | | -- | -- | -- | -- | 0.35/26941 | | -- | -- | -- | -- | 5.35 | 1.50 | | |
| Asst. O.F.A. | 1.50/14125 | | 1.00/15300 | | 0.50/12950 | | -- | -- | -- | -- | -- | -- | -- | -- | 1.50 | -- | | |
| Asst./Dret. | 1.00/15000 | | -- | -- | 1.00/15000 | | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | -- | | |
| Total FTE | 286.54 | | 265.19 | | 10.00 | | 6.00 | | 3.35 | | -- | -- | 2.00 | | 238.04 | 48.50 | .83 | .17 |
| Instr. | 42.46/10987 | | 37.85/10920 | | 3.00/10950 | | 1.00/ 9600 | | -- | -- | 0.61/15200 | | -- | -- | 24.78 | 17.68 | | |
| Int. Instr. | 16.75/13050 | | 16.75/13050 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 10.39 | 6.36 | | |
| Instr. P.T. | 1.00/16080 | | 0.79/16080 | | 0.21/14286 | | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | -- | | |
| Total FTE | 60.21 | | 55.39 | | 3.21 | | 1.00 | | -- | -- | 0.61 | | -- | -- | 36.17 | 24.04 | .60 | .40 |

USF Faculty by Rank
F.T.E. and Average Salary
9-Month

| Rank | FTE Total | Avg. Sal. | FTE Cauc. | Avg. Sal. | FTE Black | Avg. Sal. | FTE Span. | Avg. Sal. | FTE Orie. | Avg. Sal. | FTE Am.I. | Avg. Sal. | FTE O.M. | Avg. Sal. | FTE Male | FTE Female | % Male | % Female |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Couns./Adv. | 5.06 | 12421 | 4.56 | 12603 | 0.50 | 10600 | -- | -- | -- | -- | -- | -- | -- | -- | 0.77 | 4.29 | .15 | .85 |
| Lect. | 30.48 | 13542 | 26.92 | 13421 | 1.58 | 13852 | 1.64 | 13844 | -- | -- | -- | -- | 0.34 | 16618 | 20.95 | 9.53 | | |
| Vis. Lect. | 7.73 | 10794 | 7.00 | 10508 | 0.73 | 14795 | -- | -- | -- | -- | -- | -- | -- | -- | 3.83 | 3.90 | | |
| Int. Lect. | 9.15 | 12725 | 8.34 | 12172 | 0.71 | 13989 | 0.10 | 24000 | -- | -- | -- | -- | -- | -- | 4.98 | 4.17 | | |
| Lect. O.F.A. | 2.67 | 13187 | 2.67 | 13187 | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | 1.67 | | |
| Total FTE | 50.03 | | 44.93 | | 3.02 | | 1.74 | | -- | -- | -- | -- | 0.34 | | 30.76 | 19.27 | .61 | .39 |
| Tchg. Assoc. | 3.44 | 10039 | 3.44 | 10039 | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 0.44 | 3.00 | | |
| Int. Tchg. Assoc. | 1.12 | 13821 | 1.12 | 13821 | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.12 | -- | | |
| Res. Assoc. | 4.35 | 10526 | 3.65 | 11136 | -- | -- | 0.70 | 6864 | -- | -- | -- | -- | -- | -- | 1.48 | 2.87 | | |
| Asst. Admin. | 1.00 | 10125 | 1.00 | 10125 | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | -- | | |
| Total FTE | 9.91 | | 9.21 | | -- | -- | 0.70 | | -- | -- | -- | -- | -- | -- | 4.04 | 5.87 | .41 | .59 |

Summary

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Prof. | 145.71 | 139.71 | -- | 2.00 | 2.00 | -- | 2.00 | 141.06 | 4.65 | |
| Assoc. | 213.73 | 195.73 | 2.00 | 7.00 | 5.00 | -- | 4.00 | 190.00 | 23.73 | |
| Asst. | 286.54 | 265.19 | 10.00 | 6.00 | 3.35 | -- | 2.00 | 238.04 | 48.50 | |
| Instr. | 60.21 | 55.39 | 3.21 | 1.00 | -- | 0.61 | -- | 36.17 | 24.04 | |
| Couns./Adv. | 5.06 | 4.56 | 0.50 | -- | -- | -- | -- | 0.77 | 4.29 | |
| Lect. | 50.03 | 44.93 | 3.02 | 1.74 | -- | -- | 0.34 | 30.76 | 19.27 | |
| Misc. | 9.91 | 9.21 | -- | 0.70 | -- | -- | -- | 4.04 | 5.87 | |
| Total FTE | 771.19 | 714.72 | 18.73 | 18.44 | 10.35 | 0.61 | 6.34 | 640.84 | 130.35 | .83 .17 |

| Rank | FTE Total | Avg. Sal. | FTE Cauc. | Avg. Sal. | FTE Black | Avg. Sal. | FTE Span. | Avg. Sal. | FTE Orie. | Avg. Sal. | FTE Am.I. | Avg. Sal. | FTE O.M. | Avg. Sal. | FTE Male | FTE Female | % Male | % Female |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Prof. | 11.36/31657 | | 11.36/31657 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 11.36 | -- | | |
| Prof. VA-S | 0.86/31821 | | 0.86/31821 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 0.86 | -- | | |
| Adj. Prof. | 0.50/25610 | | 0.50/25610 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 0.25 | 0.25 | | |
| Prof./Dean | 8.00/33694 | | 8.00/33694 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 7.00 | 1.00 | | |
| Prof./Act.Dean | 2.00/28250 | | 2.00/28250 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 2.00 | -- | | |
| Prof./Assoc.Dn. | 1.87/39377 | | 1.86/39377 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.87 | -- | | |
| Prof./Chmn. | 31.00/32364 | | 31.00/32364 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 31.00 | -- | | |
| Prof./Act.Chmn. | 1.14/31151 | | 1.14/31151 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.14 | -- | | |
| Prof./Dret. I | 1.00/30500 | | 1.00/30500 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | -- | | |
| Prof./V.P. | 1.00/38000 | | 1.00/38000 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | -- | | |
| Prof./Asst.V.P. | 1.00/26750 | | 1.00/26750 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | -- | | |
| Prof./Dret. II | 4.00/25275 | | 4.00/25276 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 3.00 | 1.00 | | |
| Total FTE | 63.73 | | 63.73 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 61.48 | 2.25 | .96 | .04 |
| Assoc. Prof. | 18.50/23558 | | 18.00/23582 | | -- | -- | 0.50/23100 | | -- | -- | -- | -- | -- | -- | 14.25 | 4.25 | | |
| Assoc. VA | 2.09/32053 | | 2.09/32053 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 2.09 | -- | | |
| Assoc. P.T. | 0.62/33555 | | 0.62/33555 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 0.62 | -- | | |
| Assoc./Assoc.Dn. | 2.00/30750 | | 2.00/30750 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 2.00 | -- | | |
| Assoc./Asst.Dn. | 2.00/26975 | | 2.00/26975 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 2.00 | -- | | |
| Assoc./Chmn. | 3.00/22667 | | 3.00/26667 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 3.00 | -- | | |
| Assoc./Act.Chmn. | 0.50/23300 | | -- | -- | 0.50/23300 | | -- | -- | -- | -- | -- | -- | -- | -- | 0.50 | -- | | |
| Assoc./Asst. VP | 1.00/26500 | | 1.00/26500 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | -- | | |
| Assoc. O.F.A. | 2.00/21100 | | 2.00/21100 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | 1.00 | | |
| Assoc./Dret. I | 4.00/22800 | | 4.00/22800 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 4.00 | -- | | |
| Assoc./Dret. II | 5.00/22850 | | 5.00/22850 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 4.00 | 1.00 | | |
| Total FTE | 40.71 | | 39.71 | | 0.50 | | 0.50 | | -- | -- | -- | -- | -- | -- | 34.46 | 6.25 | .85 | .15 |

(13)

USF Faculty by Rank
F.T.E. and Average Salary
12-Month

| Rank | FTE Total | Avg. Sal. | FTE Cauc. | Avg. Sal. | FTE Black | Avg. Sal. | FTE Span. | Avg. Sal. | FTE Orie. | Avg. Sal. | FTE Am.I. | Avg. Sal. | FTE O.M. | Avg. Sal. | FTE Male | FTE Female | % Male | % Female |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Asst. Prof. | 32.25/20690 | | 31.25/20840 | | 1.00/16000 | | -- | -- | -- | -- | -- | -- | -- | -- | 27.25 | 5.00 | | |
| Asst. VA-S | 0.24/35654 | | 0.07/34286 | | -- | -- | 0.17/36338 | | -- | -- | -- | -- | -- | -- | 0.24 | -- | | |
| Asst. PT | 0.66/31051 | | 0.66/31051 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 0.66 | -- | | |
| Asst./Chmn. | 1.00/18000 | | 1.00/18000 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | -- | | |
| Asst./Act.Chmn. | 1.00/35000 | | 1.00/35000 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | -- | | |
| Asst./Dret. I | 1.00/21500 | | 1.00/21500 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | | |
| Asst./Dret. II | 3.00/19899 | | 3.00/19899 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 3.00 | -- | | |
| Asst. O.F.A. | 2.00/18825 | | 2.00/18825 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 2.00 | -- | | |
| Total FTE | 41.15 | | 39.98 | | 1.00 | | 0.17 | | -- | -- | -- | -- | -- | -- | 35.15 | 6.00 | .85 | .15 |
| Instr. | 10.25/15035 | | 10.00/15497 | | 0.25/ 8100 | | -- | -- | -- | -- | -- | -- | -- | -- | 6.50 | 3.75 | | |
| Instr. VA-S | 0.27/33249 | | 0.27/33249 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 0.27 | -- | | |
| Instr. O.F.A. | 2.00/15650 | | 2.00/15650 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 2.00 | -- | | |
| Total FTE | 12.52 | | 12.27 | | 0.25 | | -- | -- | -- | -- | -- | -- | -- | -- | 8.77 | 3.75 | .70 | .30 |
| Other Fac. Rank | 1.00/24000 | | 1.00/24000 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | -- | 1.00 | -- |
| Couns./Adv. | 6.00/11362 | | 4.00/11900 | | 2.00/10287 | | -- | -- | -- | -- | -- | -- | -- | -- | 2.00 | 4.00 | .33 | .66 |
| Lect. | 14.50/15485 | | 12.25/15710 | | 1.25/12750 | | 1.00/16000 | | -- | -- | -- | -- | -- | -- | 11.75 | 2.75 | | |
| Vis. Lect. | 0.30/24063 | | 0.30/24063 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 0.30 | -- | | |
| Int. Lect. | 0.36/28117 | | 0.36/28117 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 0.36 | -- | | |
| Lect./Dret. I | 1.00/24000 | | 1.00/24000 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | -- | | |
| Lect. O.F.A. | 4.00/15700 | | 4.00/15700 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 2.00 | 2.00 | | |
| Lect./Dret. II | 2.00/18100 | | 2.00/18100 | | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 2.00 | -- | | |
| Total FTE | 22.16 | | 19.91 | | 1.25 | | 1.00 | | -- | | -- | | -- | | 17.41 | 4.75 | .79 | .21 |

USF Faculty by Rank
F.T.E. and Average Salary
12-Month

| Rank | FTE Total | Avg. Sal. | FTE Cauc. | Avg. Sal. | FTE Black | Avg. Sal. | FTE Span | Avg. Sal. | FTE Orie. | Avg. Sal. | FTE Am.I. | Avg. Sal. | FTE O.M. | Avg. Sal. | FTE Male | FTE Female | % Male | % Female |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Tchg. Assoc. | 2.00 | 11015 | 1.00 | 12030 | 1.00 | 10000 | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | 1.00 | | |
| Res. Assoc. | 14.75 | 11229 | 12.75 | 10976 | 1.00 | 12000 | -- | -- | -- | -- | -- | -- | 1.00 | 13750 | 7.75 | 7.00 | | |
| Dretr. I | 0.35 | 29686 | 0.35 | 29686 | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 0.35 | -- | | |
| Asst. Adm. | 4.00 | 14075 | 4.00 | 14075 | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 3.00 | 1.00 | | |
| Dret. II | 1.00 | 19000 | 1.00 | 19000 | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | -- | | |
| Assoc. Dret. | 2.00 | 17500 | 2.00 | 17500 | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 2.00 | | |
| Asst. Dret. | 2.00 | 19500 | 2.00 | 19500 | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 1.00 | 1.00 | | |
| Total FTE | 26.10 | | 24.10 | | 1.00 | | -- | -- | -- | -- | -- | -- | 1.00 | | 14.10 | 12.00 | .54 | .46 |

Summary

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Prof. | 63.73 | 63.73 | -- | -- | -- | -- | -- | -- | 61.48 | 2.25 | | |
| Assoc. | 40.71 | 39.71 | 0.50 | 0.50 | -- | -- | -- | -- | 34.46 | 6.25 | | |
| Asst. | 41.15 | 39.98 | 1.00 | 0.17 | -- | -- | -- | -- | 35.15 | 6.00 | | |
| Instr. | 12.52 | 12.27 | 0.25 | -- | -- | -- | -- | -- | 8.77 | 3.75 | | |
| Other Fac. Rank | 1.00 | 1.00 | -- | -- | -- | -- | -- | -- | 1.00 | -- | | |
| Couns./Adv. | 6.00 | 4.00 | 2.00 | -- | -- | -- | -- | -- | 2.00 | 4.00 | | |
| Lect. | 22.16 | 19.91 | 1.25 | 1.00 | -- | -- | -- | -- | 17.41 | 4.75 | | |
| Misc. | 26.10 | 24.10 | 1.00 | -- | -- | -- | 1.00 | | 14.10 | 12.00 | | |
| Total FTE | 213.37 | 204.70 | 6.00 | 1.67 | -- | -- | 1.00 | | 174.37 | 39.00 | .82 | .18 |

FACULTY DATA FOR
SELECTED COLLEGES

| FINE ARTS | B | | OM | | F | |
|---|---|---|---|---|---|---|
| | NO. | % | NO. | % | NO. | % |
| Dean's Office (5) | 0 | 0 | 0 | 0 | 0 | 0 |
| Music Arts (30) | 1.6 | 5 | 0 | 0 | 8 | 26 |
| Theatre Arts (12.9) | .73 | 5 | 1.34 | 10 | 3.22 | 25 |
| Visual Arts (18) | 0 | 0 | .64 | 3 | 2.4 | 13 |
| Dance (6) | 0 | 0 | 0 | 0 | 3 | 50 |
| Fla. Center (2.3) | 0 | 0 | 0 | 0 | 1 | 43 |

(jk)

| LANGUAGE LITERATURE | B | | OM | | F | |
|---|---|---|---|---|---|---|
| | NO. | % | NO. | % | NO. | % |
| Dean's Office (6.6) | 0 | 0 | 0 | 0 | 3.6 | 54 |
| American Studies (5) | 0 | 0 | 0 | 0 | 0 | 0 |
| Mass. Comm. (17) | 0 | 0 | 1 | 5 | 0 | 0 |
| Foreign Languages (23.9) | 0 | 0 | 3 | 12 | 5.9 | 24 |
| English (42.1) | 2 | 4 | 0 | 0 | 9.5 | 22 |
| Speech (11.2) | 0 | 0 | ..5 | 4 | 1.5 | 13 |
| Philosophy (7) | 0 | 0 | 1 | 14 | 0 | 0 |
| Classics (1) | 0 | 0 | 0 | 0 | 0 | 0 |
| Linguistics (4) | 0 | 0 | 0 | 0 | 0 | 0 |
| Religion (4) | 1 | 25 | 0 | 0 | 0 | 0 |
| Humanities (11) | 0 | 0 | 1 | 9 | 2 | 18 |
| Letters - St. Pete (5) | 0 | 0 | 0 | 0 | 1 | 20 |

| Natural Sciences | B No. | B % | OM No. | OM % | F No. | F % |
|---|---|---|---|---|---|---|
| Deans office (7.6) | 0 | 0 | .45 | 5 | 1.4 | 18 |
| Biology (32) | 0 | 0 | 2 | 6 | 2 | 6 |
| Marine Sciences (8.7) | 0 | 0 | 0 | 0 | 0 | 0 |
| Mathematics (31.9) | 0 | 0 | 7 | 21 | 1.7 | 5 |
| Astronomy (5.6) | 0 | 0 | .6 | 10 | 1 | 17 |
| Chemistry (25.1) | 1 | 3 | 1 | 3 | 1 | 3 |
| Geology (7.7) | 0 | 0 | 1 | 12 | 0 | 0 |
| Physics (14.3) | 0 | 0 | 1 | 7 | 0 | 0 |
| Math-St. Pete (1) | 0 | 0 | 0 | 0 | 0 | 0 |

| Social & Behavioral Science | B No. | B % | OM No. | OM % | F No. | F % |
|---|---|---|---|---|---|---|
| Deans office (3.99) | 0 | 0 | 0 | 0 | 0 | 0 |
| Psychology (21.8) | 0 | 0 | 0 | 0 | 1.05 | 4 |
| Afro-Amer. Studies (5) | 4 | 80 | 0 | 0 | 1 | 20 |
| Aging Studies (2) | 0 | 0 | 0 | 0 | 1 | 50 |
| Anthropology (10) | 0 | 0 | 0 | 0 | 2 | 20 |
| Crim. Justice (6) | 0 | 0 | 1 | 16 | 0 | 0 |
| Geography (7) | 0 | 0 | 0 | 0 | 0 | 0 |
| History (19) | 0 | 0 | 2 | 10 | 1 | 5 |
| Social Science (22) | 0 | 0 | 2 | 8 | 7 | 31 |
| Political Science (14) | 0 | 0 | 1 | 7 | 3 | 21 |
| Rehab. Counseling (4) | 0 | 0 | 0 | 0 | 0 | 0 |
| Sociology (17.9) | 0 | 0 | 0 | 0 | 6 | 33 |
| Sp. Path/Aud. (9) | 0 | 0 | 0 | 0 | 2 | 22 |
| Psy-St. Pete (4.8) | 0 | 0 | 0 | 0 | 1.8 | 37 |
| Soc. Science-St. Pete(7.7) | 0 | 0 | 0 | 0 | .8 | 10 |

(K1)

HEW REQUESTED
EMPLOYMENT DATA
March 28, 1974

The employment data in the following format was specifically requested by HEW and, therefore, has been prepared, However, it must be utilized with care because it was compiled BY HAND from computerized data in another format and thus is somewhat inconsistent with the data reported elsewhere in this document. Inconsistencies may be noted by comparing the summaries below with those in Section III of the Program.

CENTRAL ADMINISTRATION -- EQUAL OPPORTUNITY INFORMATION

MARCH 26, 1974 PAYROLL

F.T.E.

| Employment Category | Total | Male | Female | White Male | White Female | Black Male | Black Female | Spanish Surnamed Male | Spanish Surnamed Female | Oriental Male | Oriental Female | American Indian Male | American Indian Female | Other Male | Other Female |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Faculty - Total | 3.35 | 3.35 | | 3.35 | | | | | | | | | | | |
| A & P - Total | 30.65 | 27.65 | 3 | 26.65 | 3 | | | 1 | | | | | | | |
| 1 - Mgrs/Adm | 20.65 | 19.65 | 1 | 18.65 | 1 | | | 1 | | | | | | | |
| 2 - Professional | 10 | 8 | 2 | 3 | 2 | | | | | | | | 1 | | |
| Career Service - Total | 595.35 | 294 | 302.35 | 213.50 | 200.35 | 64 | 95 | 12.5 | 4 | | 2 | 1 | 1 | 3 | |
| 1 - Mgrs/Adm | 12 | 9 | 3 | 6 | 3 | 2 | | 1 | | | | | | | |
| 2 - Professional | 55 | 40 | 15 | 34 | 12 | 3 | 2 | 3 | | | 1 | | | | |
| 3 - Technician | 30 | 19 | 11 | 18 | 11 | 1 | | | | | | | | | |
| 4 - Sales | 8.5 | | 8.5 | | 7.5 | | 1 | | | | | | | | |
| 5 - Clerical | 199.35 | 21.5 | 176.85 | 20 | 158.85 | 1 | 13 | .5 | 4 | | 1 | | | | |
| 6 - Craftsman | 88 | 86 | 2 | 73 | 1 | 6 | | 5 | | | | | 1 | 2 | |
| 7 - Operative | 11 | 11 | | 6 | | 4 | | | | | | | | 1 | |
| 8 - Laborers | 32.5 | 30.5 | 2 | 25.5 | 2 | 5 | | | | | | | | | |
| 9 - Service | 161 | 77 | 84 | 31 | 5 | 42 | 79 | 3 | | | | 1 | | | |

STUDENT AFFAIRS - DEPARTMENT BREAKDOWN

| EQUAL OPPORTUNITY CODE | Total | Male | Female | White | | Black | | Spanish surname | | Oriental | | American Indian | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female |
| .0 FACULTY | 31.88 | 19.75 | 12.13 | 15.5 | 11.13 | 2 | 1 | -- | --- | -- | --- | -- | --- |
| 0 A & P - Total | 32.15 | 23.90 | 8.25 | 18.90 | 8.50 | 2 | .75 | -- | --- | -- | --- | -- | --- |
| 1 - Mgrs/Adm | 14 | 12.25 | 1.75 | 10.25 | .75 | 1 | --- | -- | --- | -- | --- | -- | --- |
| 2 - Professional | 18.15 | 11.65 | 6.5 | 6.75 | 5.75 | 1 | .75 | -- | --- | -- | --- | -- | --- |
| .0 CAREER SERVICE | 225.6 | 74.50 | 151.1 | 38.25 | 100.60 | 24 | 53 | 2.25 | 3 | 1 | | | |
| 1 - Mgrs/Adm | 3 | 2 | 1 | 4 | 4.50 | -- | 1 | -- | --- | -- | --- | -- | --- |
| 2 - Professional | 25.1 | 5.50 | 19.6 | 4 | 14.6 | 1 | 1 | -- | --- | -- | --- | -- | --- |
| 3 - Technician | 9 | 5 | 4 | 3 | 4 | -- | --- | -- | --- | -- | --- | -- | --- |
| 4 - Sales | ----- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5 - Clerical | 105 | 16.50 | 88.5 | 13.5 | 69 | 1 | 13 | --- | 3 | 1 | --- | --- | --- |
| 6 - Craftsman | 6 | 6 | --- | 2 | 6.50 | --- | --- | --- | --- | --- | --- | --- | --- |
| 7 - Operative | ---- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8 - Laborers | 13.5 | 13.5 | --- | 8.25 | --- | --- | --- | 2.25 | --- | --- | --- | --- | --- |
| 9 - Service | 64 | 26 | 38 | 4 | --- | 21 | 38 | --- | --- | --- | --- | --- | --- |
| Total All Categories | 289.63 | 137.90 | 171.48 | 72.65 | 120.23 | 28 | 54.75 | 3.25 | 3 | 1 | --- | --- | --- |

ACADEMIC AFFAIRS - EQIAL OPPORTUNITY INFORMATION
MARCH 28, 1974 PAYROLL
F.T.E.

| Employment Category | Total | Male | Female | White Male | White Female | Black Male | Black Female | Spanish Male | Spanish Female | Oriental Male | Oriental Female | Am. Ind. Male | Am. Ind. Female | Other Male | Other Female |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Faculty Total | | | | | | | | | | | | | | | |
| A & P Total | (45.50) 46.50 | 25.50 | (22.5) 24.0 | 25.5 | 20.0 | | | | 1.0 | | | | | | (3.0) |
| Adm 1. Mgr/ | (11.00) 14.0 | 10.5 | 3.5 (2.0) | 10.5 | 2.5 | | | | | | | | | | (1.0) |
| 2. Prof. | (34.5) 32.5 | 15.0 | 17.5 (20.5) | 15.0 | 15.5 | | | | 1.0 | | | | | (2.0) | 1.0 |
| C/S Total | (458.75) 434.76 | 86.25 | (372.5) 348.35 | 68.75 | 305.69 | 2.0 | (27.0) 29.0 | | 12.5 | | (1.0) | | (1.0) | | 7.16 |
| Adm 1. Mgr/ | (5.0) 5.0 | 5.0 | | 5.0 | | | | | | | | | | | |
| 2. Prof. | (16.75) 13.75 | 8.75 | 5.0 (7.0) | 8.75 | (6.0) 4.0 | | (1.0) | | | | | | | | 1.0 |
| 3. Tech. | (72.6) 81.26 | 56.16 | 26.10 (23.0) | 38.50 | 19.44 | 2.0 | 2.0 | | 2.0 | | | | | | 2.66 |
| 4. Sales | | | | | | | | | | | | | | | |
| 5. Cleri. | (352.50) 322.35 | 10.0 | (310.5) 312.25 | 10.0 | 280.25 | | 20.0 | | 8.5 | | | | | | 3.5 |
| 6. Crafts. | (6.0) — | | | | | | | | | | | | | | |
| 7. Opera. | | | | | | | | | | | | | | | |
| 8. Labor. | (3.0) 2.0 | 2.0 | | 2.0 | | | | | | | | | | | |
| 9. Serv. | (3.5) 9.5 | 4.5 | 5.0 (2.0) | 4.5 | 2.0 | | 1.0 | | 2.0 | | | | | | |

(3)

USF 9-Months Faculty

Distribution by F.T.E. and by Academic Rank

USF E.O. Data 3/28/74

| Major Academic Ranks | Total FTE | Total FTE Male | Total FTE Female | FTE White | | FTE Black | | FTE Spanish-Sur. | | FTE Oriental | | FTE Other* | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female |
| Professor | 145.71 | 141.06 | 4.65 | 135.06 | 4.63 | - | - | 2 | - | 2 | - | 2 | - |
| Associate Professor | 213.73 | 190 | 23.73 | 173 | 22.73 | 2 | - | 7 | - | 4 | 1 | 4 | - |
| Assistant Professor | 286.54 | 238.04 | 48.5 | 220.69 | 44.5 | 9 | 1 | 5 | 1 | 2.35 | 1 | 1 | 1 |
| Instructor | 60.21 | 36.17 | 24.04 | 33.35 | 22.04 | 2.21 | 1 | - | 1 | - | - | .61 | - |
| Lecturer | 50.03 | 30.76 | 19.27 | 27.32 | 17.61 | 1.7 | 1.32 | 1.74 | - | - | - | - | .34 |
| Others | 12.85 | 2.69 | 10.16 | 2.19 | 9.46 | 5 | - | - | .7 | - | - | - | - |
| Total: | 769.07 | 638.72 | 130.35 | 591.6 | 120.99 | 15.41 | 3.32 | 15.74 | 2.7 | 8.35 | 2 | 7.61 | 1.34 |

*Includes American Indian.

USF 12-Months Faculty

Distribution by F.T.E. and by Academic Rank

USF E.O. Data 3/28/74

| Major Academic Ranks | Total FTE | Total FTE Male | Total FTE Female | FTE White | | FTE Black | | FTE Spanish-Sur. | | FTE Oriental | | FTE Other* | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female |
| Professor | 63.72 | 61.47 | 2.25 | 61.47 | 2.25 | - | - | - | - | - | - | - | - |
| Associate Professor | 36.71 | 30.46 | 6.25 | 29.46 | 6.25 | .5 | - | .5 | - | - | - | - | - |
| Assistant Professor | 41.15 | 35.15 | 6.00 | 34.98 | 5.00 | - | .1 | .17 | - | - | - | - | - |
| Instructor | 12.52 | 8.77 | 3.75 | 8.77 | 3.50 | - | .25 | - | - | - | - | - | - |
| Lecturer | 22.16 | 17.41 | 4.75 | 15.16 | 4.75 | 1.25 | - | 1.0 | - | - | - | - | - |
| Other | 22.75 | 10.75 | 12.00 | 7.75 | 10.0 | 2.0 | 2.0 | - | - | - | - | 1 | - |
| Other Faculty Rank | 1.00 | 1.00 | - | 1.00 | - | - | - | - | - | - | - | - | - |
| Totals: | 200.01 | 165.01 | 35 | 158.59 | 31.75 | 3.75 | 2.35 | 1.67 | - | - | - | 1 | - |

*Includes American Indian.

(L1)

MONTHLY REPORT

OF

RECRUITING AND STAFFING

TO: James D. Kimbler, Personnel Manager

FROM: Michael Dye, Manager

12.4% black
5.0% other
82.6% white

Recruitment and Staffing:

I. During the month of July 1973 thru April 1974, a total of 2411 persons were interviewed in Personnel Services. Of this total, 1992 [82.6%] were white, [12.4%] 298 were black, and [5%] 121 were Oriental, American Indian or Spanish American.

II. Also during this period, 310 persons applied by mail. There is no way to accurately determine race by a resume, therefore this information is not available. (NOTE: This figure is not included below.)

III. Number of persons interviewed for:

| | White | | Black | | Other | |
|---|---|---|---|---|---|---|
| | M | F | M | F | M | F |
| Officials and Managers | 49 | 10 | 1 | 0 | 0 | 1 |
| Professional | 169 | 135 | 21 | 15 | 9 | 3 |
| Technicians | 99 | 36 | 5 | 10 | 2 | 1 |
| Sales Workers | 2 | 39 | 2 | 8 | 2 | 2 |
| Office and Clerical | 135 | 904 | 20 | 138 | 17 | 81 |
| Craftsmen (skilled) | 31 | 12 | 1 | 0 | 0 | 0 |
| Operatives (semi-skilled) | 0 | 0 | 0 | 0 | 0 | 0 |
| Laborers (unskilled) | 154 | 44 | 3 | 0 | 0 | 0 |
| Service Workers | 135 | 38 | 38 | 36 | 2 | 1 |

IV. Number of persons applying through correspondence for:

| | M | F |
|---|---|---|
| Officials and Managers | 24 | 6 |
| Professional | 64 | 29 |
| Technicians | 71 | 14 |
| Sales Workers | 3 | 6 |
| Office and Clerical | 2 | 78 |
| Craftsmen (skilled) | 3 | 0 |
| Operatives (semi-skilled) | 3 | 0 |
| Laborers (unskilled) | 2 | 0 |
| Service Workers | 3 | 2 |

Total number of persons applying, including correspondence is 2721

V. Number of persons referred on interviews:

| | White | | Black | | Other | |
|---|---|---|---|---|---|---|
| | M | F | M | F | M | F |
| Officials and Managers | 3 | 0 | 0 | 0 | 0 | 0 |
| Professional | 36 | 31 | 1 | 4 | 0 | 0 |
| Technicians | 24 | 4 | 1 | 1 | 1 | 0 |
| Sales Workers | 4 | 16 | 0 | 3 | 0 | 1 |
| Office and Clerical | 43 | 764 | 4 | 84 | 7 | 77 |

(L2)

Number of persons referred on interviews: (cont'd.)

| | White | | Black | | Other | |
|---|---|---|---|---|---|---|
| | M | F | M | F | M | F |
| Craftsmen | 7 | 1 | 0 | 0 | 0 | 0 |
| Operatives | 1 | 0 | 0 | 0 | 0 | 0 |
| Laborers | 14 | 6 | 3 | 1 | 0 | 0 |
| Service Workers | 23 | 4 | 7 | 9 | 3 | 0 |

Total number of persons referred on interviews: 1188

VI. Number of persons hired during July 1973 thru April 1974.

| | White | | Black | | Other | |
|---|---|---|---|---|---|---|
| | M | F | M | F | M | F |
| Officials and Managers | 7 | 0 | 0 | 0 | 0 | 0 |
| Professional | 18 | 7 | 1 | 0 | 0 | 1 |
| Technicians | 5 | 7 | 1 | 0 | 0 | 0 |
| Sales Workers | 0 | 12 | 0 | 0 | 0 | 1 |
| Office and Clerical | 26 | 197 | 0 | 11 | 0 | 14 |
| Craftsmen | 5 | 0 | 0 | 0 | 0 | 0 |
| Operatives | 0 | 0 | 0 | 0 | 0 | 0 |
| Laborers | 1 | 4 | 1 | 0 | 0 | 0 |
| Service Workers | 9 | 2 | 0 | 3 | 0 | 0 |
| | 71 | 229 | 3 | 14 | 0 | 16 |

5.1% black
5% oth
89.1% wh

Total number of persons hired is: 333

VII. Number of persons promoted during July 1973 thru April 1974.

| | White | | Black | | Other | |
|---|---|---|---|---|---|---|
| | M | F | M | F | M | F |
| Officials and Managers | 1 | 1 | 1 | 0 | 0 | 0 |
| Professionals | 2 | 3 | 1 | 0 | 0 | 0 |
| Technicians | 2 | 17 | 0 | 2 | 0 | 1 |
| Sales Workers | 1 | 0 | 0 | 0 | 0 | 0 |
| Office and Clerical | 2 | 52 | 0 | 5 | 0 | 0 |
| Craftsmen | 0 | 0 | 0 | 0 | 0 | 0 |
| Operatives | 0 | 0 | 0 | 0 | 0 | 0 |
| Laborers | 2 | 0 | 0 | 0 | 0 | 0 |
| Service Workers | 13 | | 9 | | 1 | |

Black - 7
wh
Other

Total number of persons promoted; 94

VIII. Number of persons terminated during June 1973 thru April 1974.

| | White | | Black | | Other | |
|---|---|---|---|---|---|---|
| | M | F | M | F | M | F |
| Officials and Managers | 2 | 0 | 0 | 0 | 0 | 0 |
| Professionals | 12 | 11 | 0 | 0 | 0 | 0 |
| Technicians | 11 | 8 | 0 | 0 | 0 | 0 |
| Sales Workers | 0 | 4 | 0 | 0 | 0 | 0 |
| Office and Clerical | 22 | 181 | 0 | 0 | 0 | 1 |
| Craftsmen | 10 | 1 | 0 | 0 | 0 | 0 |
| Operatives | 1 | 0 | 1 | 0 | 0 | 0 |
| Laborers | 12 | 7 | 0 | 0 | 0 | 0 |
| Service Workers | 22 | 22 | 2 | 3 | 0 | 0 |

Total number of persons terminated: 351

IX. Number of persons rejected by the departments/Personnel.

| | | A | B | C | D | E | F | G | H | I | J | K | L | TOTALS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| White | M | 348 | 0 | 3 | 0 | 0 | 11 | 0 | 0 | 0 | 0 | 0 | 209 | 571 |
| | F | 227 | 0 | 24 | 11 | 0 | 262 | 3 | 3 | 0 | 0 | 52 | 131 | 713 |
| Black | M | 13 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 33 | 50 |
| | F | 24 | 0 | 3 | 0 | 0 | 40 | 0 | 0 | 0 | 0 | 10 | 40 | 117 |
| Other | M | 3 | 0 | 1 | 1 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 2 | 13 |
| | F | 8 | 0 | 2 | 5 | 0 | 36 | 0 | 0 | 0 | 0 | 6 | 1 | 58 |
| TOTALS | | 623 | 0 | 33 | 17 | 0 | 359 | 3 | 3 | 0 | 0 | 68 | 416 | 1522 |

Codes:

A. Qualified for some positions, but no vacancies in such jobs.
B. Failed tests for positions of applicants interest.
C. Work history not satisfactory for jobs applicant wanted.
D. Unfavorable credit report.
E. Arrest record.
F. Unfavorable interview with department.
G. Unfavorable reference check.
H. Physical
I. Transportation
J. Criminal convictions
K. Applicant rejected contractor's offer of employment.
L. Other

X. Results of applicants tested for June 1973 thru April 1974.

| Number Tested | | Number Passed | | | Percent |
|---|---|---|---|---|---|
| | | Written | Typing | Shorthand | |
| Black | 126 | 68 (54%) | 20 | 10 | |
| Other | 1243 | (84.5%) 1051 | 347 | 113 | |
| TOTAL | 1369 | 1119 | 367 | 123 | |

Results of examinations administered for this month.
(See Attachment)

(M1)

STUDY OF STATE AGENCY TRAINING ACTIVITIES - FY '73

State University System: University of South Florida

Personnel Services: Training and Development

Person completing this report James D. Kimbler Phone 974-2438

All training courses, seminars, or conferences are held in University classrooms, activity rooms or department conference rooms.

| Title of Course | No. of Participants |
|---|---|
| 01 Career Service New Employee Orientation | 1,250 |

Orientation focuses on that information needed immediately by new employees in the career service system for the normal and successful performance of their jobs; for a complete understanding of University governance, organization, and philosophy; and for personal satisfaction in the knowledge of those benefits and procedures applicable to them.

This is a semi-structured, informal presentation-discussion of the previously mentioned foci, with 15-20 employees present from a broad cross-section of the University departments. Bi-weekly presentations are conducted by the Training Manager, with the assistance of other Personnel Services representatives and the Special Assistant for Women's and Minority Affairs, Office of the Vice-President for Administration.

02 Interdepartmental Education: Ask the Expert Program 107

The prime purpose of this program presented totally by various departmental representatives is to increase efficiency in departmental and college interactions within the University by brief responsibility statements. Participation is highlighted by, though not limited to, major departments within the University. Since career service employees in the colleges are primarily administrative, their participation is usually as an audience. Presented biannually, this program is a good medium for discussing policy changes and operating procedures within departments.

03 Supervisors' Seminar 255

Excerpted from the USF Personnel Policies and Procedures Manual, topics discussed are of particular importance for top management, middle management, and first-line supervisors. Presentation areas include employee status, merit increases, attendance and leave policies, performance evaluations, disciplinary actions, grievances, and appeals. Homogeneous groups of supervisors in academic, administrative and student affairs discuss the University regulations and proper method of enforcement for effective supervision.

04 Writing Effective Business Letters 36

The University's concern for a good public image prompted this correspondence workshop, aimed at improving letter formats by reviewing the skills needed to write clear, courteous business letters. Word usage, letter organization, the letter relationship aspect, and worn-out letter styles are among topics in this workshop.

Because of the variety of letters among departments, this particular workshop is best conducted with departmental groups of 15-25. The 1½ hour program includes specific reference letters for use in the department represented.

05 Receptionist Training Workshop 182

This program is designed for secretaries, clerical employees, receptionists and other employees whose duties bring them into daily contact with the public, whether it be visitors to the University, staff members from other departments or colleges, or the student body.

The general program purpose is to improve University relations through acceptable telephone usage, an emphasis on employee attitude, a conscious effort to establish a pleasant work atmosphere, and a courteous approach to the general public. Program subjects include attitude, telephone techniques, and office diplomacy and efficiency.

This program is in cooperation with General Telephone Company

06 USF Personnel Policies and Procedures Summary 1,100

The purpose of this program is dissemination of the current policies and procedures of the State and University to all levels of career service supervision. By providing the foundation of these policies and procedures, and through group discussions, employees will gain an operating knowledge of the regulatory system of the University evidenced by the rules and regulations in force.

07 High School Equivalency GED Program

To allow employees without high school diplomas the opportunity for career advancement, the GED program provides review classes in all GED test areas. An on-going program coordinated with Hillsborough County Adult Education, evening classes held bi-weekly on campus allow employees the opportunity to prepare for the GED test at individual speeds.

Addendum: May 20, 1974

08 Basic Skills of Supervision 300

Designed to incorporate all aspects of basic supervisory skills, this 8-session training program allows University Supervisors the opportunity to exchange ideas common to a similar level of management. Specific topics include communication, decision-making, evaluating performance, affirmative action, leadership, training, planning, and motivation.

09 Human Relations Training 20

Coordinated by the Developmental Center, this program is restricted by size and group-directed, focusing on basic aspects of good human relations. Four sessions, each two hours in length, include confrontation, self-disclosure and other human relations basics.

10 Stenoscript ABC Shorthand 20

A ten-week course in shorthand and transcription, the ABC method is provided to clerical personnel for promotional opportunities to secretarial classifications.

Number of Employees Participating in Cooperative Education Programs: 0

Number of Employees Granted Tuition Reimbursement: 463

University employees receive up to 6 free course hours per quarter for undergraduate or graduate work in the State University System.

What types of training can best be conducted by your agency? In-house orientation, development, and basic skills (nontechnical).

How can the Division of Personnel assist you in meeting your training needs?

Use the University as a training location for the Tampa area; offer all general programs at least once annually here.

REPORT NO EPS-345

PAGE NO 19

UNIVERSITY OF SOUTH FLORIDA
SUMMARY OF TERM. ICNS
BY OCCUPATION CODE

FROM 03-28-73 TO 03-28-74

# FACULTY

DATE PREPARED 03/22/74 140152

| OCCUPATION TITLE | | | | | REV. CODE | CLASS CODE | SEX MALE | SEX FEM | HEADCOUNT BLACK | HEADCOUNT CAUC | HEADCOUNT AM IND | HEADCOUNT ORNT | HEADCOUNT SPAN | HEADCOUNT OTHR | AVERAGE ENDING SALARY MALE | AVERAGE ENDING SALARY FEMALE | BLACK | CAUC | AM IND | ORNT | SPAN | OTHR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| SEARCH ASSISTANT | X | | | | 2 | 5074 | 005 | 002 | 000 | 006 | 000 | 001 | 000 | 000 | 11892 | 16595 | 00000 | 13396 | 00000 | 12273 | 00000 | 00000 |
| TOTAL TERMINATION CODES FOR RESEARCH ASSISTANT | | | | | | | | | | | | | | | | | | | | | | |
| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 | | | | | | |
| 000 | 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 000 | 002 | 000 | 000 | 000 | 000 | 005 | 000 | | | | | | |
| OFESSOR | A | | | | 2 | 1000 | 005 | 001 | 000 | 009 | 000 | 000 | 000 | 000 | 15883 | 19000 | 00000 | 16285 | 00000 | 00000 | 00000 | 00000 |
| TOTAL TERMINATION CODES FOR PROFESSOR | | | | | | | | | | | | | | | | | | | | | | |
| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 | | | | | | |
| 000 | 000 | 000 | 002 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 | 004 | 000 | 000 | 002 | 000 | | | | | | |
| STINGUISHED PROFESSOR | A | | | | 2 | 1020 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 17045 | 00000 | 00000 | 17045 | 00000 | 00000 | 00000 | 00000 |
| TOTAL TERMINATION CODES FOR DISTINGUISHED PROFESSOR | | | | | | | | | | | | | | | | | | | | | | |
| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 | | | | | | |
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 | | | | | | |
| SITING PROFESSOR | X | | | | 2 | 1040 | 003 | 000 | 000 | 002 | 000 | 000 | 001 | 000 | 16069 | 00000 | 00000 | 14654 | 00000 | 00000 | 18900 | 00000 |
| TOTAL TERMINATION CODES FOR VISITING PROFESSOR | | | | | | | | | | | | | | | | | | | | | | |
| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 | | | | | | |
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 003 | 000 | | | | | | |
| TERIM PROFESSOR | X | | | | 2 | 1050 | 002 | 001 | 000 | 002 | 000 | 001 | 000 | 000 | 16089 | 04000 | 00000 | 09339 | 00000 | 17500 | 00000 | 00000 |
| TOTAL TERMINATION CODES FOR INTERIM PROFESSOR | | | | | | | | | | | | | | | | | | | | | | |
| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 | | | | | | |
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 001 | 000 | | | | | | |
| OF-OTHER FAC ADM | A | | | | 2 | 1700 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 28500 | 00000 | 00000 | 28500 | 00000 | 00000 | 00000 | 00000 |
| TOTAL TERMINATION CODES FOR PROF-OTHER FAC ADM | | | | | | | | | | | | | | | | | | | | | | |
| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 | | | | | | |
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 000 | 000 | | | | | | |

X = Temporary (includes instructors time this is usually grant-related)
A = Regular Faculty - Lecturer, Instr, Asst Prof etc
B = Other Faculty - Teaching assoc, Counselor/librarians, etc

| | M | F | Total |
|---|---|---|---|
| | 63 | 32 | 100 |
| | 4 | 8 | 12 |
| | 72 | 40 | 112 |

REPORT NO RPS-345

UNIVERSITY OF S[illegible] FLORIDA
SUMMARY OF TE[illegible]ATIONS
BY OCCUPATION CODE

DATE PREPARED 03/27/74 14:32

PAGE NO 20

FROM 03-28-73 TO 03-28-74

| OCCUPATION TITLE | NEW. CODE | CLASS CODE | SEX MALE | SEX FEM | HEADCOUNT BLACK | CAUC | AM IND | ORNT | SPAN | OTHR | AVERAGE ENDING SALARY MALE | FEMALE | BLACK | CAUC | AM IND | ORNT | SPAN | OTHR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| SSOCIATE PROFESSOR A | 2 | 2000 | 011 | 003 | 000 | 013 | 000 | 000 | 000 | 001 | 14977 | 14867 | 00000 | 14888 | 00000 | 00000 | 00000 | 15800 |

TOTAL TERMINATION CODES FOR ASSOCIATE PROFESSOR

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 003 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 000 | 000 | 002 | 000 | 002 | 000 | 001 | 005 | 000 |

| ISITING ASSOC PROF X | 2 | 2040 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 14000 | 00000 | 00000 | 14000 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR VISITING ASSOC PROF

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 |

| NTERIM ASSOC PROF X | 2 | 2050 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 15400 | 00000 | 00000 | 15400 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR INTERIM ASSOC PROF

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 |

| SSOC PROF-ASST DEAN A | 2 | 2300 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 16900 | 00000 | 00000 | 16900 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR ASSOC PROF-ASST DEAN

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 |

| SSISTANT PROFESSOR A | 2 | 3000 | 016 | 006 | 002 | 020 | 000 | 000 | 000 | 000 | 11706 | 11699 | 12996 | 11575 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR ASSISTANT PROFESSOR

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 002 | 000 | 000 | 002 | 000 | 000 | 000 | 000 | 001 | 000 | 005 | 000 | 000 | 000 | 002 | 010 | 000 |

| A-S-ASST PROF A | 2 | 3007 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 23975 | 00000 | 00000 | 23975 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR VA-S-ASST PROF

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 000 | 000 |

REPORT NO SPS-345 — UNIVERSITY OF [illegible]TH FLORIDA — DATE PREPARED 03/22/74 140132

PAGE NO 21 — SUMMARY OF [illegible]INATIONS BY OCCUPATION CODE — FROM 03-28-73 TO 03-28-74

| OCCUPATION TITLE | | NEW. CODE | CLASS CODE | SEX MALE | SEX FEM | HEADCOUNT BLACK | HEADCOUNT CAUC | HEADCOUNT AM IND | HEADCOUNT ORNT | HEADCOUNT SPAN | HEADCOUNT OTHR | AVERAGE SALARY MALE | AVERAGE SALARY FEMALE | ENDING SALARY BLACK | ENDING SALARY CAUC | ENDING SALARY AM IND | ENDING SALARY ORNT | ENDING SALARY SPAN | ENDING SALARY OTHR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| VISITING ASST PROF | X | 2 | 3040 | 001 | 000 | 000 | 001 | 000 | | 000 | 000 | 11200 | 00000 | 00000 | 11200 | 00000 | | 00000 | 00000 |

TOTAL TERMINATION CODES FOR VISITING ASST PROF

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 |

| INTERIM ASST PROF | X | 2 | 3050 | 003 | 000 | 000 | 003 | 000 | | 000 | 000 | 11888 | 00000 | 00000 | 11888 | 00000 | | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR INTERIM ASST PROF

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 002 | 000 |

| ADJUNCT ASST PROFESSOR | X | 2 | 3060 | 001 | 000 | 000 | 001 | 000 | | 000 | 000 | 15000 | 00000 | 00000 | 15000 | 00000 | | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR ADJUNCT ASST PROFESSOR

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 |

| INSTRUCTOR | A | 2 | 4000 | 011 | 013 | 002 | 022 | 000 | | 000 | 000 | 10879 | 09933 | 15059 | 09940 | 00000 | | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR INSTRUCTOR

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 002 | 000 | 000 | 001 | 000 | 001 | 000 | 000 | 000 | 000 | 008 | 000 | 000 | 000 | 000 | 012 | 000 |

| VISITING INSTRUCTOR | X | 2 | 4040 | 001 | 001 | 000 | 002 | 000 | | 000 | 000 | 06364 | 03500 | 00000 | 04932 | 00000 | | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR VISITING INSTRUCTOR

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 002 | 000 |

| INTERIM INSTRUCTOR | X | 2 | 4050 | 017 | 019 | 001 | 034 | 000 | | 000 | 000 | 001 | 13534 | 11700 | 17647 | 12474 | 00000 | 00000 | 00000 | 10625 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR INTERIM INSTRUCTOR

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 007 | 000 | 000 | 000 | 000 | 029 | 000 |

REPORT NC RPS-345

UNIVERSITY OF [illegible]TH FLORIDA
SUMMARY OF TER[illegible]INATIONS
BY OCCUPATION CODE

DATE PREPARED 03/22/74 140132

PAGE NC 22

FROM 03-28-73 TO 03-28-74

| OCCUPATION TITLE | | NEW. CODE | CLASS CODE | SEX MALE | SEX FEM | HEADCOUNT BLACK | HEADCOUNT CAUC | HEADCOUNT AM IND | HEADCOUNT ORNT | HEADCOUNT SPAN | HEADCOUNT OTHR | AVERAGE ENDING SALARY MALE | AVERAGE ENDING SALARY FEMALE | AVERAGE ENDING SALARY BLACK | AVERAGE ENDING SALARY CAUC | AVERAGE ENDING SALARY AM IND | AVERAGE ENDING SALARY ORNT | AVERAGE ENDING SALARY SPAN | AVERAGE ENDING SALARY OTHR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| LECTURER | A | 2 | 5001 | 018 | 009 | 003 | 021 | 000 | 001 | 002 | 000 | 13048 | 09042 | 14939 | 11878 | 00000 | 11000 | 05497 | 00000 |

TOTAL TERMINATION CODES FOR LECTURER

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 002 | 000 | 000 | 000 | 000 | 000 | 000 | 006 | 000 | 002 | 000 | 000 | 017 | 000 |

| COUNSELOR/ADVISOR | B | 2 | 5002 | 000 | 004 | 001 | 003 | 000 | 000 | 000 | 000 | 00000 | 10243 | 09000 | 10657 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR COUNSELOR/ADVISOR

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 003 | 000 | 000 | 000 | 000 | 000 | 000 |

| TEACHING ASSOCIATE | B | 2 | 5003 | 001 | 002 | 001 | 002 | 000 | 000 | 000 | 000 | 25439 | 11357 | 08008 | 20073 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR TEACHING ASSOCIATE

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 002 | 000 |

| OTHER FACULTY RANK | B | 2 | 5009 | 001 | 001 | 001 | 001 | 000 | 000 | 000 | 000 | 11500 | 13104 | 13104 | 11500 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR OTHER FACULTY RANK

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 001 | 000 |

| VISITING LECTURER | X | 2 | 5041 | 003 | 002 | 001 | 003 | 000 | 000 | 000 | 001 | 21387 | 12908 | 17598 | 19521 | 00000 | 00000 | 00000 | 13816 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR VISITING LECTURER

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 002 | 000 | 000 | 000 | 000 | 003 | 000 |

| INTERIM LECTURER | X | 2 | 5051 | 008 | 003 | 000 | 010 | 000 | 000 | 001 | 000 | 15004 | 10912 | 00000 | 12877 | 00000 | 00000 | 24000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR INTERIM LECTURER

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 003 | 000 | 000 | 000 | 000 | 008 | 000 |

REPORT NO FPS-345 — UNIVERSITY OF S( H FLORIDA — DATE PREPARED 03/22/74 140132

PAGE NO 23 — SUMMARY OF TER NATIONS — FROM 03-28-73 TO 03-28-74

BY OCCUPATION CODE

| OCCUPATION TITLE | | NEW. CODE | CLASS CODE | SEX MALE | SEX FEM | HEADCOUNT BLACK | HEADCOUNT CAUC | HEADCOUNT AM IND | HEADCOUNT ORNT | HEADCOUNT SPAN | HEADCOUNT OTHR | AVERAGE ENDING SALARY MALE | AVERAGE ENDING SALARY FEMALE | BLACK | CAUC | AM IND | ORNT | SPAN | OTHR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| INTERIM TEACHING ASSOC | X | 2 | 5053 | 001 | 000 | 000 | 001 | 000 | | 000 | 000 | 000 | 16098 | 00000 | 00000 | 16098 | 00000 | 00000 | 00000 | 00000 |

TOTAL TERMINATION CODES FOR INTERIM TEACHING ASSOC

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 000 | 000 |

| RESEARCH ASSOCIATE | X | 2 | 5073 | 008 | 005 | 000 | 016 | 000 | | 000 | 001 | 000 | 09533 | 07912 | 00000 | 08617 | 00000 | 00000 | 09600 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR RESEARCH ASSOCIATE

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001 | 000 | 000 | 001 | 000 | 000 | 000 | 001 | 000 | 000 | 005 | 000 | 000 | 000 | 000 | 009 | 000 |

| LECTURER-ACT DIRECTOR | B | 2 | 5511 | 001 | 000 | 000 | 001 | 000 | | 000 | 000 | 000 | 27000 | 00000 | 00000 | 27000 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR LECTURER-ACT DIRECTOR

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 000 | 000 |

| LECTURER-OTHER FAC ADM | C | 2 | 5701 | 001 | 000 | 001 | 000 | 000 | | 000 | 000 | 000 | 13190 | 00000 | 13190 | 00000 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR LECTURER-OTHER FAC ADM

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 |

| RSCH ASSOC & OTHER F ADM | B | 2 | 5773 | 000 | 001 | 000 | 001 | 000 | | 000 | 000 | 000 | 00000 | 14500 | 00000 | 14500 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR RSCH ASSOC & OTHER F ADM

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 |

UNIVERSITY OF [illegible]TH FLORIDA
SUMMARY OF T[illegible]INATIONS
BY OCCUPATION CODE

A+P

REPORT NO RPS-345

DATE PREPARED 03/22/74 0132

PAGE NO 1

FROM 03-28-73 TO 03-28-74

| OCCUPATION TITLE | NEW CODE | CLASS CODE | SEX MALE | SEX FEM | HEADCOUNT BLACK | HEADCOUNT CAUC | HEADCOUNT AM IND | HEADCOUNT ORNT | HEADCOUNT SPAN | HEADCOUNT OTHR | AVERAGE MALE | AVERAGE FEMALE | ENDING BLACK | ENDING CAUC | ENDING AM IND | SALARY ORNT | SALARY SPAN | SALARY OTHR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DIRECTOR UNIV PURCHASING | 1 | 0125 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 19000 | 00000 | 00000 | 19000 | 00000 | 00000 | 00000 | 00000 |

TOTAL TERMINATION CODES FOR DIRECTOR UNIV PURCHASING

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 |

| DIR UNIV PHYSICAL PLANN | 1 | 0145 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 24900 | 00000 | 00000 | 24900 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR DIR UNIV PHYSICAL PLANN

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 | 000 |

| ASST DEAN STUDENT AFFAIRS | 1 | 0314 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 14000 | 00000 | 00000 | 14000 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR ASST DEAN STUDENT AFFAIRS

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 |

| ASST DIR UNIV LIBRARIES | 1 | 0506 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 18000 | 00000 | 00000 | 18000 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FO. ASST DIR UNIV LIBRARIES

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 001 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 |

| DIR INSTRUCTIONAL MEDIA | 1 | 0530 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 18000 | 00000 | 00000 | 18000 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR DIR INSTRUCTIONAL MEDIA

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 000 | 000 |

| DIR UNIV SAFETY & SEC | 1 | 0751 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 14700 | 00000 | 00000 | 14700 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR DIR UNIV SAFETY & SEC

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 000 | 000 |

Total A+P Term 21

UNIVERSITY OF SOUTH FLORIDA
SUMMARY OF TERMINATIONS
BY OCCUPATION CODE

REPORT NO PPS-345 — DATE PREPARED 03/22/74 140132

PAGE NO 2 — FROM 03-28-73 TO 03-28-74

| OCCUPATION TITLE | NEW. CODE | CLASS CODE | HEADCOUNT SEX MALE | FEM | BLACK | CAUC | AM IND | ORNT | SPAN | OTHR | AVERAGE ENDING SALARY MALE | FEMALE | BLACK | CAUC | AM IND | ORNT | SPAN | OTHR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DIR INFORMATION SERV | 1 | 0760 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 14550 | 00000 | 00000 | 14550 | 00000 | 00000 | 00000 | 0000 |

TOTAL TERMINATION CODES FOR DIR INFORMATION SERV

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 000 | 000 |

| UNIV COUNSELING PSYCHOL | 2 | 0330 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 12750 | 00000 | 00000 | 12750 | 00000 | 00000 | 00000 | 000C |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR UNIV COUNSELING PSYCHOL

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 000 | 000 |

| COUNSELOR TO STUDENTS | 2 | 0335 | 003 | 001 | 000 | 004 | 000 | 000 | 000 | 000 | 06989 | 06667 | 00000 | 06908 | 00000 | 00000 | 00000 | 000C |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR COUNSELOR TO STUDENTS

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001 | 000 | 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 002 | 000 | 000 | 000 | 000 | 000 | 000 |

| UNIVERSITY PSYCHIATRIST | 2 | 0460 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 18900 | 00000 | 00000 | 18900 | 00000 | 00000 | 00000 | 000C |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR UNIVERSITY PSYCHIATRIST

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 000 | 000 |

| CLINICAL PSYCHOLOGIST | 2 | 0470 | 002 | 000 | 000 | 002 | 000 | 000 | 000 | 000 | 12812 | 00000 | 00000 | 12812 | 00000 | 00000 | 00000 | 0000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR CLINICAL PSYCHOLOGIST

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 002 | 000 | 000 | 000 | 000 | 000 | 000 |

| UNIVERSITY PHYSICIAN | 2 | 0480 | 002 | 001 | 000 | 003 | 000 | 000 | 000 | 000 | 19350 | 21500 | 00000 | 20067 | 00000 | 00000 | 00000 | 000C |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR UNIVERSITY PHYSICIAN

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 003 | 000 | 000 | 000 | 000 | 000 | 000 |

UNIVERSITY OF SOUTH FLORIDA
SUMMARY OF TERMINATIONS
BY OCCUPATION CODE

DATE PREPARED 03/22/74 J132

REPORT NO APS-345

PAGE NO 3

FROM 03-28-73 TO 03-28-74

| OCCUPATION TITLE | NEW. CODE | CLASS CODE | HEADCOUNT SEX MALE | FEM | BLACK | CAUC | AM IND | ORNT | SPAN | OTHR | AVERAGE ENDING SALARY MALE | FEMALE | BLACK | CAUC | AM IND | ORNT | SPAN | OTHR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| UNIVERSITY LIBRARIAN | 2 | 0507 | 000 | 001 | 000 | 001 | 000 | 000 | 000 | 000 | 00000 | 14050 | 00000 | 14050 | 00000 | 00000 | 00000 | 00000 |

TOTAL TERMINATION CODES FOR UNIVERSITY LIBRARIAN

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 000 | 000 |

| ASST UNIV LIBRARIAN | 2 | 0509 | 000 | 001 | 000 | 001 | 000 | 000 | 000 | 000 | 00000 | 08400 | 00000 | 08400 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR ASST UNIV LIBRARIAN

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 000 | 000 |

| UNIV PHYS PLANN CONSULT | 2 | 0615 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 18000 | 00000 | 00000 | 18000 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR UNIV PHYS PLANN CONSULT

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 |

| ASST PERSONNEL OFFICER II | 1 | 0512 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 17921 | 00000 | 00000 | 17921 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR ASST PERSONNEL OFFICER II

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 |

| UNIV UN PROG DIR II | 1 | 6458 | 000 | 001 | 000 | 001 | 000 | 000 | 000 | 000 | 00000 | 11000 | 00000 | 11000 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR UNIV UN PROG DIR II

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 |

| ASST A-V MEDIA DIRECTOR | 1 | 6482 | 001 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 12014 | 00000 | 00000 | 12014 | 00000 | 00000 | 00000 | 00000 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

TOTAL TERMINATION CODES FOR ASST A-V MEDIA DIRECTOR

| 01 | 03 | 08 | 10 | 15 | 17 | 21 | 24 | 26 | 27 | 30 | 32 | 41 | 42 | 43 | 44 | 47 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 001 | 000 | 000 | 000 | 000 | 000 | 000 |

(01)

EXHIBIT E(a)

UNIVERSITY OF SOUTH FLORIDA

Office of Academic Planning and Analysis

March 29, 1974

TO: Jim Vickrey

FROM: Denise Strenglein DS

SUBJECT: Faculty and A & P Turnover

The turnover rate for permanent faculty positions over the last year is 11%, that for A & P is 18%. The analysis is based on terminations occurring between March 73 and March 74. The base used to generate the percentages was average headcount over 72 - 73 and 73 - 74. In future turnover analyses should be based on fiscal or academic year. This year limitations in the data base make it impossible to go back further than March 73.

Attached are copies of the new termination summary computer run generated for this analysis.

DS/rm

enc.

cc: Gloria Strange
Earlene Dickey
Jim Dickinson

(02)

UNIVERSITY OF SOUTH FLORIDA

PERSONNEL SERVICES

M E M O R A N D U M

April 2, 1974

TO: Jim Vickrey

FROM: Gloria Strange gs

SUBJECT: Career Service Turnover

The following is my estimate of the Career Service turnover:

| | |
|---|---|
| Academic Affairs | 27% |
| Central Administration | 33% |
| Student Affairs | 32% |

The higher turnover percents for Student Affairs and Administrative Affairs are due to inclusion of custodial and grounds positions which have higher turnover. These two groups also have a high concentration of minorities.

GCS/ph

UNIVERSITY OF SOUTH FLORIDA

PERSONNEL SERVICES

MEMORANDUM

April 5, 1974

TO: JIM VICKREY

FROM: Gloria Strange

SUBJECT: Turnover 3/73 - 3/74

The following are turnover percentages by HEW Code:

| HEW Code | Turnover % |
|---|---|
| 1 | 13 |
| 2 | 24 |
| 3 | 21 |
| 4 | 83 |
| 5 | 34 |
| 6 | 8 |
| 7 | 17 |
| 8 | 122 |
| 9 | 34 |

U.S.F. EQUAL OPPORTUNITY HIRING GOALS

Name _____

College/Department Bus. Adm./Summary

Administrative Unit ACADEMIC AFFAIRS

Acct. # 1200's

| Employment Category | Current Total Filled F.T.E. | 1973/74 B* | 1973/74 OM* | 1973/74 F* | 1974/75 B | 1974/75 OM | 1974/75 F | 1975/76 B | 1975/76 OM | 1975/76 F | 1976/77 B | 1976/77 OM | 1976/77 F | 1977/78 B | 1977/78 OM | 1977/78 F | 1978/79 B | 1978/79 OM | 1978/79 F | Assumed Total Filled F.T.E. | 1978/79 B* | 1978/79 OM* | 1978/79 F* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Faculty - Total | 92.96 | .71/.8 | — | 8.17/8.7 | .71 | — | 7.19 | 2.50 | 1 | 9 | 6 | 3 | 10 | 7 | 4 | 13 | 7 | 4.13 | 13.53 | 92.96 | 3.22/4 | 3.53/3 | 7.64/1.6 |
| A & P - Total | | | | | | | | | | | | | | | | | | | | | | | |
| 1 - Mgrs/Adm | | | | | | | | | | | | | | | | | | | | | | | |
| 2 - Professional | | | | | | | | | | | | | | | | | | | | | | | |
| Career Service - Total | 18.50 | 2/10.8 | 2/10.8 | 18.50/100 | 2 | 3 | 18.5 | 2 | 3 | 18.5 | 3.5 | 3 | 18.5 | 5.64 | 5 | 19.5 | 5.61 | 5.25 | 19.5 | 18.50 | 3.68/19 | 1.32/7 | 11/57 |
| 1 - Mgrs/Adm | | | | | | | | | | | | | | | | | | | | | | | |
| 2 - Professional | | | | | | | | | | | | | | | | | | | | | | | |
| 3 - Technician | | | | | | | | | | | | | | | | | | | | | | | |
| 4 - Sales | | | | | | | | | | | | | | | | | | | | | | | |
| 5 - Clerical | 18.50 | 2/10.8 | 2/10.8 | 18.50/100 | 2 | 3 | 18.5 | 2 | 3 | 18.5 | 3.5 | 3 | 18.5 | 5.64 | 5 | 19.5 | 6.61 | 5.25 | 19.5 | 18.50 | 3.68/19 | 1.32/7 | 11/57 |
| 6 - Craftsman | | | | | | | | | | | | | | | | | | | | | | | |
| 7 - Operative | | | | | | | | | | | | | | | | | | | | | | | |
| 8 - Laborers | | | | | | | | | | | | | | | | | | | | | | | |
| 9 - Service | | | | | | | | | | | | | | | | | | | | | | | |

P1

B - Black
OM - Other Minority
F - Female
* - Number/Percent

NOTE: These forms are to be completed on an F.T.E. basis and split appointments should show only in proportion to the amount appointed. Grants are to be handled separately.

U.S.F. EQUAL OPPORTUNITY HIRING GOALS

Name R. Wilk

College/~~XXXXXXXX~~ of Education

Administrative Unit ACADEMIC AFFAIRS

Acct. # 1600's

| Employment Category | Current Total Filled F.T.E. | 1973/74 B* | 1973/74 OM* | 1973/74 F* | 1974/75 B | 1974/75 OM | 1974/75 F | 1975/76 B | 1975/76 OM | 1975/76 F | 1976/77 B | 1976/77 OM | 1976/77 F | 1977/78 B | 1977/78 OM | 1977/78 F | 1978/79 B | 1978/79 OM | 1978/79 F | Assumed Total Filled F.T.E. | 1978/79 B* | 1978/79 OM* | 1978/79 F* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | + 2.33 | | | + 3.64 | | | + 3 | | | + 3/5 | | | + 3 | | | + 12.77 | | | |
| Faculty - Total | 173.32 | 5/2.9 | 4.5/2 | 41.1/23.7 | 7 | 4.5 | 43.46 | 10 | 5.5 | 47.1 | 11 | 6 | 50.1 | 14 | 7.5 | 52.6 | 16 | 8.5 | 55.6 | 173.32 | 1.6/9 | 8.5/5 | 55/32 |
| A & P - Total | | | | | | | | | | | | | | | | | | | | | | | |
| 1 - Mgrs/Adm | | | | | | | | | | | | | | | | | | | | | | | |
| 2 - Professional | | | | | | | | | | | | | | | | | | | | | | | |
| Career Service - Total | 33 | 2/6 | 1/3 | 33/100 | 2 | 1 | 33 | 3 | 1.4 | 33 | 4 | 1 | 33 | 5 | 2.4 | 33 | 5 | 2.4 | 33 | 33 | 5/16 | 2.4/7 | 33/100 |
| 1 - Mgrs/Adm | | | | | | | | | | | | | | | | | | | | | | | |
| 2 - Professional | | | | | | | | | | | | | | | | | | | | | | | |
| 3 - Technician | | | | | | | | | | | | | | | | | | | | | | | |
| 4 - Sales | | | | | | | | | | | | | | | | | | | | | | | |
| 5 - Clerical | 33 | 2/6 | 1/3 | 33/100 | 2 | 1 | 33 | 3 | 1.4 | 33 | 4 | 1 | 33 | 5 | 2.4 | 33 | 5 | 2.4 | 33 | 33 | 5/16 | 2.4/7 | 33/100 |
| 6 - Craftsman | | | | | | | | | | | | | | | | | | | | | | | |
| 7 - Operative | | | | | | | | | | | | | | | | | | | | | | | |
| 8 - Laborers | | | | | | | | | | | | | | | | | | | | | | | |
| 9 - Service | | | | | | | | | | | | | | | | | | | | | | | |

(P2)

95 fun

B - Black
OM - Other Minority
F - Female
* - Number/Percent

NOTE: These forms are to be completed on an F.T.E. basis and split appointments should show only in proportion to the amount appointed. Grants are to be handled separately.

U.S.F. EQUAL OPPORTUNITY HIRING GOALS

Name _____

College/Department Engineering Summary

Administrative Unit ACADEMIC AFFAIRS

Acct. # 1400's

| Employment Category | Current Total Filled F.T.E. | 1973/74 B* | 1973/74 OM* | 1973/74 F* | 1974/75 B | 1974/75 OM | 1974/75 F | 1975/76 B | 1975/76 OM | 1975/76 F | 1976/77 B | 1976/77 OM | 1976/77 F | 1977/78 B | 1977/78 OM | 1977/78 F | 1978/79 B | 1978/79 OM | 1978/79 F | Assumed Total Filled F.T.E. | 1978/79 B* | 1978/79 OM* | 1978/79 F* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Faculty - Total | 52.55 | 1.7/3 | 5/8 | 1/1 | 1.7 | 5/6 | 1/1.42 | 1.7 | 5 | 1 | 1.7 | 5 | 1 | 1.7 | 5 | 1.84 | 1.7 | 5 | 1.84 | 52.55 | 1.58/3 | 4.37/8 | 1.53/3.5 |
| A & P - Total | | | | | | | | | | | | | | | | | | | | | | | |
| 1 - Mgrs/Adm | | | | | | | | | | | | | | | | | | | | | | | |
| 2 - Professional | | | | | | | | | | | | | | | | | | | | | | | |
| Career Service - Total | 15 | -/- | -/- | 9/60 | | | 9 | 1.65 | 1.05 | 9 | 1.65 | 1.05 | 9 | 1.65 | 1.05 | 9 | 1.65 | 1.05 | 9 | 15 | 1.65/11 | 1.05/7 | 9/60 |
| 1 - Mgrs/Adm | | | | | | | | | | | | | | | | | | | | | | | |
| 2 - Professional | 1 | -/- | -/- | -/- | - | - | - | .06 | .06 | .47 | .06 | .06 | .47 | .06 | .06 | .47 | .06 | .06 | .47 | 1 | .06/6 | .06/6 | .47/47 |
| 3 - Technician | 4 | -/- | -/- | -/- | - | - | - | .08 | .24 | .48 | .08 | .24 | .48 | .08 | .24 | .48 | .08 | .24 | .48 | 4 | .08/2 | .24/6 | .48/12 |
| 4 - Sales | | | | | | | | | | | | | | | | | | | | | | | |
| 5 - Clerical | 9 | -/- | -/- | 9/100 | - | - | 9 | .45 | .63 | 9 | .45 | .63 | 9 | .45 | .63 | 9 | .45 | .63 | 9 | 9 | .45/5 | .63/7 | 9/100 |
| 6 - Craftsman | 1 | -/- | -/- | -/- | - | - | - | .08 | .07 | .05 | .08 | .07 | .05 | .08 | .07 | .05 | .08 | .07 | .05 | 1 | .08/8 | .07/7 | .05/5 |
| 7 - Operative | | | | | | | | | | | | | | | | | | | | | | | |
| 8 - Laborers | | | | | | | | | | | | | | | | | | | | | | | |
| 9 - Service | | | | | | | | | | | | | | | | | | | | | | | |

B - Black
OM - Other Minority
F - Female
* - Number/Percent

NOTE: These forms are to be completed on an F.T.E. basis and split appointments should show only in proportion to the amount appointed. Grants are to be handled separately.

U.S.F. EQUAL OPPORTUNITY HIRING GOALS

Name COKER

College/Department COLLEGE OF FINE ARTS - SUMMARY

Administrative Unit ACADEMIC AFFAIRS

| Employment Category | Current Total Filled F.T.E. | 1973/74 B* | 1973/74 OM* | 1973/74 F* | 1974/75 B | 1974/75 OM | 1974/75 F | 1975/76 B | 1975/76 OM | 1975/76 F | 1976/77 B | 1976/77 OM | 1976/77 F | 1977/78 B | 1977/78 OM | 1977/78 F | 1978/79 B | 1978/79 OM | 1978/79 F | Assumed Total Filled F.T.E. | 1978/79 B* | 1978/79 OM* | 1978/79 F* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Faculty - Total | 74.18 | 3.32 / .03 | 2.98 / .04 | 19.63 / .23 | 5.15 | 2.98 | 19.41 | 5.95 | 3.38 | 22.41 | 6.65 | 3.78 | 23 | 7.15 | 3.78 | 26 | 7.35 | 3.78 | 26.5 | 74.18 | 7.35 / .10 | 3.78 / .05 | 26.5 / .35 |
| A & P - Total | | / | / | / | | | | | | | | | | | | | | | | | / | / | / |
| 1 - Mgrs/Adm | | / | / | / | | | | | | | | | | | | | | | | | / | / | / |
| 2 - Professional | | / | / | / | | | | | | | | | | | | | | | | | / | / | / |
| Career Service - Total | 21.25 | 1 / .04 | 1 / .04 | 15.75 / .74 | .90 | 2.40 | 15.75 | 2.00 | 3.01 | 15.75 | 3.00 | 3.11 | 16.15 | 3.05 | 3.11 | 16.15 | 3.05 | 3.11 | 16.15 | 21.25 | 3.65 / .14 | 3.11 / .14 | 16.15 / .76 |
| 1 - Mgrs/Adm | 1 | - / - | - / - | - / - | - | - | - | .05 | .10 | .20 | .05 | .10 | .20 | .05 | .10 | .20 | .05 | .10 | .20 | 1 | .05 / .05 | .10 / .10 | .20 / .20 |
| 2 - Professional | 3 | - / - | - / - | 2 / .66 | .20 | .15 | 2 | .35 | .15 | 2 | .35 | .30 | 2 | .35 | .30 | 2 | .35 | .30 | 2 | 3 | .35 / .12 | .30 / .10 | 2 / .66 |
| 3 - Technician | 2.5 | - / - | - / - | - / - | .05 | .16 | .15 | .12 | .16 | .17 | .12 | .20 | .32 | .12 | .20 | .33 | .12 | .20 | .40 | 2.5 | .12 / .05 | .20 / .08 | .40 / .16 |
| 4 - Sales | | / | / | / | | | | | | | | | | | | | | | | | / | / | / |
| 5 - Clerical | 14.75 | 1 / .06 | 1 / .06 | 13.75 / .93 | 1.40 | 2.50 | 13.75 | 2.15 | 2.75 | 13.75 | 2.15 | 2.85 | 13.15 | 2.15 | 2.85 | 13.75 | 3.0 | 2.85 | 13.75 | 14.75 | 3.0 / .20 | 2.85 / .19 | 13.75 / .93 |
| 6 - Craftsman | | / | / | / | | | | | | | | | | | | | | | | | / | / | / |
| 7 - Operative | | / | / | / | | | | | | | | | | | | | | | | | / | / | / |
| 8 - Laborers | | / | / | / | | | | | | | | | | | | | | | | | / | / | / |
| 9 - Service | | / | / | / | | | | | | | | | | | | | | | | | / | / | / |

B - Black
OM - Other Minority
F - Female
* - Number/Percent

NOTE: These forms are to be completed on an F.T.E. basis and split appointments should show only in proportion to the amount appointed. Grants are to be handled separately.

U.S.F. EQUAL OPPORTUNITY HIRING GOALS

Name _____

College/Department COLLEGE OF LANGUAGE-LITERATURE  Administrative Unit ACADEMIC AFFAIRS
ACCNT. 1700's SUMMARY

| Employment Category | Current Total Filled F.T.E. | 1973/74 B* | 1973/74 OM* | 1973/74 F* | 1974/75 B | 1974/75 OM | 1974/75 F | 1975/76 B | 1975/76 OM | 1975/76 F | 1976/77 B | 1976/77 OM | 1976/77 F | 1977/78 B | 1977/78 OM | 1977/78 F | 1978/79 B | 1978/79 OM | 1978/79 F | Assumed Total Filled F.T.E. | 1978/79 B* | 1978/79 OM* | 1978/79 F* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Faculty - Total | 137.74 | 3/2 | 6.5%/4.7 | 33.5%/17 | 3 | 8.5 | 28.14 | 6.42 | 7.7 | 32.14 | 11.5 | 7.2 | 35.59 | 11.5 | 8.16 | 38.23 | 13.93 | 10.93 | 44.31 | 137.74* | 10.1 | 7.9 | 32.2 |
| A & P - Total | | | | | | | | | | | | | | | | | | | | | | | |
| 1 - Mgrs/Adm | | | | | | | | | | | | | | | | | | | | | | | |
| 2 - Professional | 23 | 2/8 | -/- | 22/95 | 4 | 1 | 24.5 | 5 | 1 | 24.5 | 7.16 | 1.815 | 24.5 | 7.27 | 1.95 | 24.5 | 7.54 | 3.445 | 24.5 | 23 | 7.8 | 4.5 | 24.5 |
| Career Service - Total | | | | | | | | | | | | | | | | | | | | | | | |
| 1 - Mgrs/Adm | | | | | | | | | | | | | | | | | | | | | | | |
| 2 - Professional | | | -/- | | | | | | | | | | | | | | | | | | | | |
| 3 - Technician | 1 | -/- | -/- | -/- | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 1 | - | - | - |
| 4 Sales | — | | | | | | | | | | | | | | | | | | | | | | |
| 5 - Clerical | 22 | 2/9 | -/- | 22/100 | 4 | 1 | 23.5 | 5 | 1 | 23.5 | 7.16 | 1.815 | 23.5 | 7.27 | 1.95 | 23.5 | 7.54 | 3.445 | 23.5 | 22* | 7.8 | 4.5 | 24.5 |
| 6 - Craftsman | | | | | | | | | | | | | | | | | | | | | | | |
| 7 - Operative | — | | | | | | | | | | | | | | | | | | | | | | |
| 8 - Laborers | | | | | | | | | | | | | | | | | | | | | | | |
| 9 - Service | — | | | | | | | | | | | | | | | | | | | | | | |

B - Black
OM - Other Minority
F - Female
* - Number/Percent

* Current Clerical Total FTE= 23.5
+ 1 Technician = 24.5
+ If all department Total FTE's are added correctly would = 137.86

NOTE: These forms are to be completed on an F.T.E. basis and split appointments should show only in proportion to the amount appointed. Grants are to be handled separately.

U.S.F. EQUAL OPPORTUNITY HIRING GOALS

Name Dean Smith

College/Department COLLEGE OF MEDICINE (including Medical Center and Procurement) Administrative Unit ACADEMIC AFFAIRS

| Employment Category | Current Total Filled F.T.E. | 1973/74 B* | 1973/74 OM* | 1973/74 F* | 1974/75 B | 1974/75 OM | 1974/75 F | 1975/76 B | 1975/76 OM | 1975/76 F | 1976/77 B | 1976/77 OM | 1976/77 F | 1977/78 B | 1977/78 OM | 1977/78 F | 1978/79 B | 1978/79 OM | 1978/79 F | Assumed Total Filled F.T.E. | 1978/79 B* | 1978/79 OM* | 1978/79 F* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Faculty - Total | 58.316 | - / - | 17 / .3 | 23 / 16 | 1 / 2 | 1.5 / 3 | 3 / 5 | 2 / 3 | 2 / 3 | 3 / 5 | 3 / 5 | 3 / 5 | 3 / 5 | 3 / 5 | 3 / 5 | 4 / 7 | 3 / 5 | 3 / 5 | 4 / 7 | 58.316 | 3 / 5 | 3 / 5 | 4 / 7 |
| A & P - Total | 5.0 | - / - | 1 / 20 | 2 / 40 | - / - | 1 / 20 | 2 / 40 | - / - | 1 / 20 | 2 / 40 | - / - | 1 / 20 | 2 / 40 | - / - | 1 / 20 | 2 / 40 | 2 / 40 | 1 / 20 | 2 / 40 | 5.0 | 1 / 20 | 1 / 20 | 2 / 40 |
| 1 - Mgrs/Adm | 2.0 | - / - | 1 / 50 | - / - | - / - | 1 / 50 | - / - | - / - | 1 / 50 | - / - | - / - | 1 / 50 | - / - | - / - | 1 / 50 | - / - | 1 / 50 | 1 / 50 | - / - | 2.0 | 1 / 50 | 1 / 50 | - / - |
| 2 - Professional | 3.0 | - / - | - / - | 2 / 66 | - / - | - / - | 2 / 66 | - / - | - / - | 2 / 66 | - / - | - / - | 2 / 66 | - / - | - / - | 2 / 66 | .8 / 27 | .2 / 7 | 2 / 66 | 3.0 | .2 / 7 | .2 / 7 | 2 / 66 |
| Career Service - Total | 44.75 | - / - | 4 / 5 | 18 / 79 | 2 / 3 | 4 / 5 | 13 / 19 | 3 / 4 | 4 / 5 | 13 / 19 | 4 / 5 | 4 / 5 | 13 / 19 | 5 / 6 | 4 / 5 | 13 / 19 | 8 / 11 | 5 / 7 | 13 / 19 | 44.75 | 6 / 11 | 5 / 7 | 13 / 19 |
| 1 - Mgrs/Adm | 1 | - / - | - / - | - / - | | | | | | | | | | | | | | | | 1.0 | / | / | / |
| 2 - Professional | 7.0 | - / - | - / - | 1 / 14 | - / - | 1 / 14 | 2 / 29 | 1 / 14 | 1 / 14 | 2 / 29 | 1 / 14 | 1 / 14 | 2 / 29 | 1 / 14 | 1 / 14 | 2 / 29 | 1 / 14 | 1 / 14 | 2 / 29 | 7.0 | 1 / 14 | 1 / 14 | 2 / 29 |
| 3 - Technician | 15.50 | - / - | 1 / 6 | 9 / 58 | 1 / 6 | 1 / 6 | 9 / 65 | 2 / 13 | 2 / 13 | 9 / 65 | 2 / 13 | 2 / 13 | 9 / 65 | 2 / 13 | 2 / 13 | 9 / 65 | 3 / 19 | 2 / 13 | 9 / 65 | 15.50 | 3 / 9 | 2 / 13 | 9 / 65 |
| 4 - Sales | | | | | | | | | | | | | | | | | | | | | / | / | / |
| 5 - Clerical | 50.25 | - / - | 3 / 6 | 23 / 48 | 1 / 2 | 3 / 6 | 50 / 100 | 2 / 4 | 3 / 6 | 50 / 100 | 3 / 6 | 3 / 6 | 50 / 100 | 5 / 10 | 3 / 6 | 50 / 100 | 6 / 11 | 3 / 6 | 50 / 100 | 50.25 | 6 / 11 | 3 / 6 | 50 / 100 |
| 6 - Craftsman | | | | | | | | | | | | | | | | | | | | | / | / | / |
| 7 - Operative | | | | | | | | | | | | | | | | | | | | | / | / | / |
| 8 - Laborers | 1 | - / - | - / - | - / - | - / - | - / - | - / - | - / - | - / - | - / - | - / - | - / - | - / - | - / - | - / - | - / - | 3 / 30 | 05 / 5 | 11 / 11 | 1 | .3 / 30 | .05 / 5 | .11 / 11 |
| 9 - Service | | | | | | | | | | | | | | | | | | | | | / | / | / |

B - Black
OM - Other Minority
F - Female

* - Number/Percent

NOTE: These forms are to be completed on an F.T.E. basis and split appointments should show only in proportion to the amount appointed. Grants are to be handled separately.

(P6)

# U.S.F. EQUAL OPPORTUNITY HIRING GOALS

Name James Ray

College/Department NATURAL SCIENCES - SUMMARY

Administrative Unit ACADEMIC AFFAIRS

| Employment Category | Current Total Filled F.T.E. | 1973/74 B* | 1973/74 OM* | 1973/74 F* | 1974/75 B | 1974/75 OM | 1974/75 F | 1975/76 B | 1975/76 OM | 1975/76 F | 1976/77 B | 1976/77 OM | 1976/77 F | 1977/78 B | 1977/78 OM | 1977/78 F | 1978/79 B | 1978/79 OM | 1978/79 F | Assumed Total Filled F.T.E. | 1978/79 B* | 1978/79 OM* | 1978/79 F* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Faculty - Total | 133.91 | 1/.08 | 3.05/2.3 | 9.08/6.8 | 1 | 14 | 7.08 | 1.8 | 14 | 8.59 | 4.8 | 14 | 10.59 | 4.8 | .4 | 11.34 | 5.51 | 14 | 13.61 | 133.91 | 5.51/4 | 8.7%/7 | 13.61/10 |
| A & P - Total | 2.00 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | .08 | .12 | .7 | 2.00 | .08/4 | .12/6 | .70/35 |
| 1 - Mgrs/Adm | 1.00 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | .02 | .06 | .19 | 1.00 | .02/2 | .06/6 | 1.14/14 |
| 2 - Professional | 1.00 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | .06 | .06 | .47 | 1.00 | .09/6 | .06/6 | .47/47 |
| Career Service - Total | 41.25 | - | 3.50/8 | 26.5/64 | 1 | 3.78 | 26.02 | 2.2 | 2.78 | 26.02 | 3.2 | 3.28 | 26.02 | 4.2 | 4.28 | 26.02 | 5.2 | 4.28 | 26.02 | 41.25 | 5.3/13 | 4.3/10 | 26.02/63 |
| 1 - Mgrs/Adm | | | | | | | | | | | | | | | | | | | | | | | |
| 2 - Professional | .75 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | .05 | .05 | .35 | .75 | .07/6 | .05/6 | .35/47 |
| 3 - Technician | 9.00 | - | - | 1/11 | - | - | 1 | - | - | 1 | - | - | 1 | - | - | 1 | .18 | .54 | 1.08 | 9.00 | .18/2 | .5%/6 | 4.08/.3 |
| 4 - Sales | | | | | | | | | | | | | | | | | | | | | | | |
| 5 - Clerical | 26.50 | - | .5/2 | 25.5/96 | 1.2 | 3.78 | 25.5 | 2.2 | 2.78 | 25.5 | 3.2 | 3.28 | 25.5 | 4.2 | 4.28 | 25.5 | 5.2 | 4.28 | 25.5 | 26.50 | 6.2/80 | 4.2%/16 | 25.3/96 |
| 6 - Craftsman | 5.00 | - | - | .5/10 | - | - | .5 | - | - | .5 | - | - | .5 | - | - | .5 | .4 | .35 | .5 | 5.00 | .4/8.0 | .35/7.0 | .5/10 |
| 7 - Operative | | | | | | | | | | | | | | | | | | | | | | | |
| 8 - Laborers | | | | | | | | | | | | | | | | | | | | | | | |
| 9 - Service | | | | | | | | | | | | | | | | | | | | | | | |

B - Black
OM - Other Minority
F - Female
* - Number/Percent

NOTE: These forms are to be completed on an F.T.E. basis and split appointments should show only in proportion to the amount appointed. Grants are to be handled separately.

U.S.F. EQUAL OPPORTUNITY HIRING GOALS

Name Gwendoline R. MacDonald

College/Department College of Nursing/Dean's Office — Administrative Unit Academic Affairs

Account #4640

| Employment Category | Current Total Filled F.T.E. | 1973/74 B* | 1973/74 OM* | 1973/74 F* | 1974/75 B | 1974/75 OM | 1974/75 F | 1975/76 B | 1975/76 OM | 1975/76 F | 1976/77 B | 1976/77 OM | 1976/77 F | 1977/78 B | 1977/78 OM | 1977/78 F | 1978/79 B | 1978/79 OM | 1978/79 F | Assumed Total Filled F.T.E. | 1978/79 B* | 1978/79 OM* | 1978/79 F* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Faculty - Total | 11 | 1/9.1 | - | 11/100 | 1 | 1 | 10 | 2 | 1 | 10 | 2 | 1 | 10 | 2 | 1 | 10 | 2 | 1 | 10 | 11* | 2/18 | 1/9 | 10/91 |
| A & P - Total | | | | | | | | | | | | | | | | | | | | | | | |
| 1 - Mgrs/Adm | | | | | | | | | | | | | | | | | | | | | | | |
| 2 - Professional | | | | | | | | | | | | | | | | | | | | | | | |
| Career Service - Total | 4 | - | - | 4/100 | 1 | - | 4 | 1 | - | 4 | 1 | .28 | 4 | 1 | .28 | 4 | 1 | .28 | 4 | 4 | 1/25 | .28/7 | 4/100 |
| 1 - Mgrs/Adm | | | | | | | | | | | | | | | | | | | | | | | |
| 2 - Professional | | | | | | | | | | | | | | | | | | | | | | | |
| 3 - Technician | | | | | | | | | | | | | | | | | | | | | | | |
| 4 - Sales | | | | | | | | | | | | | | | | | | | | | | | |
| 5 - Clerical | 4 | - | - | 4/100 | 1 | - | 4 | 1 | - | 4 | 1 | .28 | 4 | 1 | .28 | 4 | 1 | .28 | 4 | 4 | 1/25 | .28/7 | 4/100 |
| 6 - Craftsman | | | | | | | | | | | | | | | | | | | | | | | |
| 7 - Operative | | | | | | | | | | | | | | | | | | | | | | | |
| 8 - Laborers | | | | | | | | | | | | | | | | | | | | | | | |
| 9 - Service | | | | | | | | | | | | | | | | | | | | | | | |

(P.)

B - Black
OM - Other Minority
F - Female
* - Number/Percent

In this case Other Minority also means male. (*Hypothetically, one male will be hired.)

NOTE: These forms are to be completed on an F.T.E. basis and split appointments should show only in proportion to the amount appointed. Grants are to be handled separately.

U.S.F. EQUAL OPPORTUNITY HIRING GOALS

Name Travis Northcutt

College/Department Social Science Summary — Administrative Unit Academic Affairs

Account #1100's

| | Employment Category | Current Total Filled F.T.E. | 1973/74 B* | 1973/74 OM* | 1973/74 F* | 1974/75 B | 1974/75 OM | 1974/75 F | 1975/76 B | 1975/76 OM | 1975/76 F | 1976/77 B | 1976/77 OM | 1976/77 F | 1977/78 B | 1977/78 OM | 1977/78 F | 1978/79 B | 1978/79 OM | 1978/79 F | Assumed Total Filled F.T.E. | 1978/79 B* | 1978/79 OM* | 1978/79 F* | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Faculty - Total | 154.21 | 4/2.6 | 6/3.9 | 26.65/17.5 | 4.5 | 6 | 26.65 | 5 | 6 | 26.65 | 6 | 6 | 26.65 | 7 | 6 | 26.65 | 7.7 | 6.1 | 26.65 | 154.21 | 7.7/5 | 6.1/4 | 26.65/17 | *Revised Facu |
| 1*2 | Faculty Total A & P - Total Revised | 153.60 | 3/.01 | 6/.03 | 28.6/.16 | 4.5 | 6 | 28.6 | 5 | 6 | 28.6 | 6 | 6 | 28.6 | 7 | 6 | 28.6 | 7.6 | 6.1 | 28.6 | 153.60 | 7.6/5 | 6.1/4 | 26.11/17 | Totals |
| | 1 - Mgrs/Adm | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2 - Professional | | | | | | | | | | | | | | | | | | | | | | | | |
| | Career Service - Total | 27.50 | 4/.14 | 1/.3 | 23.5/.92 | 4 | 1 | 25.5 | 4 | 1 | 25.5 | 4 | 2 | 25.5 | 4 | 2 | 25.74 | 4 | 2.12 | 25.74 | 27.50 | 3/11 | 1.5/7 | 11/44 | Revised Care |
| 2*2 | Career Service Total 1 - Mgrs/Adm Revised | 29.00 | 4/.13 | 1/.03 | 27/.93 | 4 | 1 | 27 | 4 | 1 | 27 | 4 | 2 | 27 | 4 | 2 | 27 | 4 | 2.12 | 27 | 29.00 | 3/11 | 2/7 | 11.6/40 | *Service Tota |
| | 2 - Professional | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3 - Technician | 2 | 1/.50 | -/- | -/- | 1 | - | - | 1 | - | - | 1 | - | - | 1 | - | .24 | 1 | .12 | .24 | 2 | .07/2 | .12/6 | .24/12 | |
| | 4 - Sales | | | | | | | | | | | | | | | | | | | | | | | | |
| (Pg) | 5 - Clerical | 25.50 | 3/11 | 1/.3 | 23.5/.92 | 3 | 1 | 25.5 | 3 | 1 | 25.5 | 3 | 2 | 25.5 | 3 | 2 | 25.5 | 3 | 2 | 25.5 | 25.50 | 1.2/5 | 1.7/7 | 19.1/75 | |
| 3* | 6 - Craftsman Clerical | 27.00 | 3/11 | 1/.03 | 27/1.00 | 3 | 1 | 27 | 3 | 1 | 27 | 3 | 2 | 27 | 3 | 2 | 27 | 3 | 2 | 27 | 27.00 | 1.3/5 | 1.8/7 | 20.7/77 | *Revised Cler Totals |
| | 7 - Operative | | | | | | | | | | | | | | | | | | | | | | | | |
| | 8 - Laborers | | | | | | | | | | | | | | | | | | | | | | | | |
| | 9 - Service | | | | | | | | | | | | | | | | | | | | | | | | |

B - Black
OM - Other Minority
F - Female
* - Number/Percent

1*2 Error in departmental Actual FTE (Faculty Total)
2*2 Error in departmental Actual FTE (Career Service Total)

NOTE: These forms are to be completed on an F.T.E. basis and split appointments should show only in proportion to the amount appointed. Grants are to be handled separately.

(Q1)

# INSTRUCTIONS

Please complete the "USF Equal Opportunity Hiring Goals" form by following these instructions, which have been numbered in the order of the steps required to complete the form (a coded example of which is attached to these instructions). Please note that 1, 2, 4, 5 and 6 have been completed for you. You must complete 3, 7, and 8.

1. College/Department: Each college has been provided one form for each department therein plus a college summary sheet. Administrative and Student Affairs departments have been provided one form for each department therein. The summary forms for vice presidential areas will be completed by the Special Assistants for Equal Opportunity.

2. Administrative Unit: Please verify the administrative unit. NOTE: only these three designations are being used:

   (a) Academic Affairs
   (b) Central Administration (Finance & Planning, Administrative Affairs, President's area)
   (c) Student Affairs

3. Name: Please complete with the name of the accountable officer or the name of the person to be contacted regarding the data provided.

4. Current Total Filled F.T.E.: These data based on computer runs of March 31, 1974, summarize the number of currently filled FTE positions by Faculty, A & P and Career Service categories (as well as by "EEO Code"). The data do not include vacant positions, faculty on leave without pay (or persons on their lines temporarily), Teaching Assistants, OPS, or Grant funded positions. Exhibit F has been used to complete this item. (If you find discrepancies, report them; do NOT change these data yourself.)

5. 1973/74 Totals: Current FTE totals are provided:

   (a) By number of Black (B), Other Minority (OM), Female (F).
   (b) By percent of Black (B), Other Minority (OM), Female (F).

   Exhibit F has been used to complete this item. (If you find discrepancies, report them; do NOT change these data yourself.)

6. Assumed Total F.T.E.: These data represent total positions as of June, 1979, based on the assumption that there will be minimal growth in total FTE positions at the University in the next five years. Any increases or decreases in available positions will be updated on a yearly basis. It is also assumed that the distribution of positions within the various categories will remain relatively constant.

(Q2)

7. 1978/79 Totals: Projected FTE totals are inserted here to indicate:

   (b) Projected percentage of total F.T.E. positions as of 1979 by Black (B), Other Minority (OM), and Female (F). Exhibits D and E are provided to assist you in determining your percentage goals. NOTE: Your projected percentage goals must, at least, equal but may exceed the minimum availability percentage for the representative employment categories. The turnover rate data are provided to give you a "feel" for the number of "hiring decisions" you may expect to make in each of the next few years.

   (a) Projected total F.T.E. positions by Black (B), Other Minority (OM), and Female (F). To determine the projected total, simply multiply the percentage goals from 7 (b) above times assumed Total 1979 F.T.E. (column 6).

8. Five Year Projections: To complete the projections for each of the next five years, enter your projected cumulative number of F.T.E. positions by Black (B), Other Minority (OM), and Female (F) in each of the five year columns. NOTE: The cumulative totals for year 78/79 should equal the totals indicated in column 7 (a), unless present utilization of persons in current filled F.T.E. positions (column 5) is greater than the number of persons suggested by availability data (column 7). Where present utilization (what we have) is greater then the numbers availability data suggest (what we should have), no goal need be set. Simply enter the current number of persons in the appropriate boxes in that event (see sample form).

NOTE: These forms are to be computed on an F.T.E. basis and split appointments should show only in proportion to the amount appointed. Grants are to be handled separately.

INSTRUCTIONAL FORM

U.S.F. EQUAL OPPORTUNITY HIRING GOALS

Name (3) _____

College/Department (1) _____ Administrative Unit (2) _____

| Employment Category | (4) Current Total Filled F.T.E. | 1973/74 B* (6) F* | 1974/75 B OM F | 1975/76 B OM F | 1976/77 B OM (8) F | 1977/78 B OM F | 1978/79 B OM F | (9) Assumed Total Filled F.T.E. | 1978/79 B* (10) F* |
|---|---|---|---|---|---|---|---|---|---|
| Faculty - Total | | (a) (b) | | | | | | | |
| A & P - Total | | | | | | | | | |
| 1 - Mgrs/Adm | | | | | | | | | |
| 2 - Professional | | | | | | | | | |
| Career Service - Total | | | | | | | | | |
| 1 - Mgrs/Adm | | | | | | | | | |
| 2 - Professional | | | | | | | | | |
| 3 - Technician | | | | | | | | | |
| 4 - Sales | | | | | | | | | |
| 5 - Clerical | | | | | | | | | |
| 6 - Craftsman | | | | | | | | | |
| 7 - Operative | | | | | | | | | |
| 8 - Laborers | | | | | | | | | |
| 9 - Service | | | | | | | | | |

(5)

B - Black
OM - Other Minority
F - Female
* - Number/Percent

NOTE: These forms are to be completed on an F.T.E. basis and split appointments should show only in proportion to the amount appointed. Grants are to be handled separately.

(R1)

UNIVERSITY OF SOUTH FLORIDA

Office of the Vice President for Academic Affairs

# ECRUITING PLAN FOR THE OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

## Functions and Responsibilities of the Office

The Office of the Vice President for Academic Affairs is responsible for the supervision and co-ordination of all academic matters, units, and programs of the University.

## Staffing

A. Currently the Office of the Vice President for Academic Affairs is staffed by the Vice President (T & R), two Assistant Vice Presidents (T & R), an Assistant to the Vice President (T & R), a Director of the Academic Budget (T & R), a Special Assistant for Minority Affairs (T & R), a Special Assistant for Womens' Affairs (T & R), and a Research Associate (T & R) supporting the latter two positions.

   Among Career Service (CS) personnel assigned to the central office are: a Staff Assistant II, Secretary III, and a Receptionist; two Staff Assistants I, a 50% Secretary III.

B. The Vice President for Academic Affairs recruits for and fills all positions listed under Category A above in addition to all College Deans, Academic Affairs Directors and Program Co-ordinators.

## Recruiting and Hiring Procedures

A. All Career Service (CS) positions indicated in Category A above are recruited for by the Personnel Services Office, pursuant to requirements of the Personnel Policies and Procedures Manual for Career Service personnel.

B. The T & R line positions (II-A above) are recruited for as follows:

   1. A vacancy will be advertised on campus (in Intercom) and off (via The Chronicle of Higher Education and other appropriate professional publications), specifying the time frame for receiving applications. Additionally, letters of inquiry and phone calls will be directed to appropriate persons nationwide noting the vacancy and requesting the names of potential applicants (including minority persons).

   2. A special effort will be made to encourage applications from minority groups and women by requesting the assistance of the appropriate equal opportunity Special Assistant.

   3. An effort will be made to respond in writing to each applicant.

   4. All written applications with attached vitae will be evaluated and interviews arranged with those who appear to be best qualified by experience, training, and education. Credentials and experience will be matched with the stated requirements of the position and equal opportunity will be provided both sexes of all ethnic groups.

5. When the Vice President has made a decision and the vacant position has been offered to and accepted by a qualified applicant, the unsuccessful applicants will be informed accordingly.

6. Appropriate publicity will be given to the filling of the position.

## IV Documentation

Documentation relative to the search described above will be kept on file for a period of at least twelve (12) months. In addition, a Minority Person's Applicant File will be kept active for future reference.

(S1)

• DRAFT: STILL "IN PROCESS"

UNIVERSITY OF SOUTH FLORIDA

PERSONNEL SERVICES

# UNIVERSITY RECRUITING PLAN

## I. Purposes

A. To outline the practices of the Office of Personnel Services in recruiting applicants for positions for which individual departments have not established their own recruitment plans, or for which the office is requested to assume responsibility.

B. To afford qualified applicants--regardless of race, color, creed, religion, sex, age, or national origin--the opportunity for fair and equitable consideration for employment and promotions for those positions at the University for which this office assumes responsibility.

C. To increase the pool of available minorities and females for consideration for employment within the University.

## II. Policy

A. Notice

The University of South Florida is committed to the policy of promotion from within and has established the following policy for posting and advertisement of position vacancies.

1. Interdepartmental

A Position Vacancy Notice shall be placed on the departmental bulletin board, with a copy to Personnel, for a minimum of three working days to provide staff within the department an opportunity to apply for positions.

2. Intradepartmental

If it has been determined that there will not be a promotion from within, a Position Vacancy Request (in addition to the Position Vacancy Request) shall be sent to Personnel for advertisement in the INTERCOM (official USF newsletter). This advertisement affords an opportunity to all University employees to apply for positions.

3. External

Position vacancies advertised in the INTERCOM are also sent weekly to local recruitment sources, i.e., Florida State Employment, service centers, etc. Mailing lists are available in Personnel Services.

4. A copy of this plan and position descriptions for each position in the administrative unit must be kept on file in the unit for review by any interested person. This is in addition to the unit's own plan for recruiting of candidates for positions not recruited by the central Personnel Office.

B. Recruitment

A majority of the applicants to the University are walk-ins who have heard of a vacancy from a USF employee, are responding to an advertisement in the INTERCOM, or a vacancy list posted throughout the community, or simply have come to the University to inquire about vacancies.

1. To improve utilization of minorities and females in the work force and to create an applicant pool, the following steps are being initiated.

   a. Personnel technicians from the University will be assigned service centers and other local recruitment sources and will make personal contact in an effort to recruit outside of the University. For a listing of such sources, see attached.

   b. Where feasible, test sessions will be conducted at locations not on the University campus and in closer proximity to recruitment sources.

2. Members of the University community will be requested--from time to time--via INTERCOM and other means, to communicate vacancy information to persons in the area, including minorities and women.

3. Summarized reprints of the USF Equal Opportunity Program will be widely circulated on and off campus.

C. Documentation

To insure that hiring decisions can be appropriately justified, the following have been established.

1. A minority and female file will be established in Personnel to include applicants who have been tested and have qualified for vacancies.

2. The employing department, having final authority for selection, is responsible for maintaining documentation to provide the background for hiring decisions.

3. Candidates' applications will reflect all positions to which they have been referred.

4. Monthly reports will be compiled containing statistical data--reflecting by race and sex--applicants, testing referrals, hires, terminations, and promotions; quarterly summaries will appear in INTERCOM.

5. The State Division of Personnel designates which positions are test and nontest and has delegated to this office authority to administer the State Testing Program on this campus. Scores on written tests are reported on a pass/fail basis. Personnel Services will provide, on request, the actual scores only for those tests which measure manual skills, such as typing and shorthand. (Studies of reliability and validity of all State tests are currently under way by the State Division of Personnel.)

6. Minimum training and experience requirements are established for each class by the State Division of Personnel. The University's Personnel Office maintains up-to-date classifications and screens applicants in accordance with the specifications provided. If a prospective employee does not meet the minimum training and experience requirements as stated in the class specifications, but does possess equivalent training and experience, the University Personnel Office may request appropriate approval from the State Division of Personnel.

7. The attached list of recruitment resources is maintained in Personnel. As necessary, additions and deletions will be made to the list maintained in Personnel.

D. A Personnel Policies and Procedures Manual, containing detailed policies which may be reviewed by any interested person, has been developed and widely distributed throughout the University. In addition to the official University Personnel Policies and Procedures Manual, a staff handbook has been prepared and is periodically updated and distributed to all staff members of the University.

March 1, 1974

(T1)

UNIVERSITY OF SOUTH FLORIDA

PERSONNEL SERVICES

MEMORANDUM

May 10, 1974

TO: Jim Vickrey

FROM: John Weicherding

SUBJECT: Status of Test Validation

The University of South Florida is required, under State Career Service Rules and Regulations, to administer certain employment tests to all applicants for those career service positions designated as test positions. These tests are provided to us by the State Division of Personnel and we have no alternative than to use the tests in our screening process. We have, however, discontinued any reporting of grade and simply operate on a pass/fail basis to reduce possible discrimination in the tests. The State Division of Personnel is currently in the process of doing the test validation study, and I have attached a copy of a letter from Conley Kennison regarding validity studies on 17 competitive classes utilized by the University System.

J.P.W.

Attachment

(T2)

STATE OF FLORIDA

# Department of Administration

Division of Personnel

CARLTON BUILDING

TALLAHASSEE

32304

1-24-74

Received JAN 11 1974

Reubin O'D. Askew

GOVERNOR

Initial

Secretary of Administration

Freddie

Stanley M. Kennison

STATE PERSONNEL DIRECTOR

January 8, 1974

Dr. George C. Bedell
Director
Personnel and Faculty Relations
State University System
107 West Gaines Street
Tallahassee, Florida 32304

Dear Dr. Bedell:

We are not in a position to comment on the full impact and ramifications to the university's testing program of the test validation studies being conducted at this time. However, we can provide you with a brief summary indicating the current status of the project and present some of the findings relating to examinations utilized for a number of university classes.

Validation studies on 17 competitive classes utilized by the university system have been completed by the staff of the Test Validation Project. The information compiled during these studies has not yet been fully evaluated; however, a preliminary review indicates the following:

1. Significant correlations were found between test scores and the criterion measures used for 9 of the 17 classifications. When correction was made for restriction in the test score range for the validity samples utilized, 3 additional significant correlations were noted. The relationship between the selection procedure and criterion measure used for these 12 classifications appear to be strong enough to warrant their continued use without revision. For the remaining 5 classificatiions, a small but positive correlation was found between test score and criterion measures which, when coupled with the job-related content of the examinations used, tends to support their continued use until properly considered improvements or changes in the selection procedure can be made.

2. Information concerning the difference in the test scores achieved by black and white candidates for the 17 classes studied was also evaluated. A statistically significant difference was noted between the mean test scores of

black and white candidates for 11 of the 12 classifications. Efforts will be made to determine the reason or reasons for this difference and corrective action taken where possible.

Project personnel are currently conducting studies on 16 additional competitive classifications utilized by the university system. It is anticipated that they will be completed by June of this year.

The information obtained during the course of the studies that have been completed has not been fully evaluated in light of requirements presented in the discussion draft of the Uniform Guidelines on Employee Selection Procedures issued by the Equal Employment Opportunity Coordinating Council in August of 1973. When this has been accomplished, final reports will be compiled and made available to university system personnel and a priority schedule finalized for revision of examinations.

The preliminary review of reports and information provided by the staff of the Test Validation Project indicates that revisions in selection procedures can be made that will improve employee selection. However, the types of activities suggested require staff time that is not immediately available. In our legislative budget for fiscal year 1974-75, additional personnel have been requested and we are hopeful that approval will be granted and personnel made available to make necessary improvements.

If the brief summary presented above does not provide you with sufficient information for responding to the Regional Office for Civil Rights, please do not hesitate to telephone Mr. Dave LeRoy, Examination Development Supervisor.

Sincerely,

Conley M. Kennison
State Personnel Director

CMK/bds

(U1)

March 27, 1974

M E M O R A N D U M

TO: Jim Vickrey

FROM: Sue Saxon

SUBJ: "sexist" nomenclature

In response to your memo of February 7, 1974 requesting that the Status of Women Committee identify sexist nomenclature and recommend non-sexist alternatives, we have compiled the following suggestions.

General Suggestions:

1. When it makes no particular difference, use the plural (they/them rather than he/she and him/her, and theirs rather than his/hers). If the singular must be used, he/she or (s)he is preferable to he alone.

2. Rather than statements beginning "if men....", use substitutes which refer to the particular kind of individual such as "if students", "if teachers", "if people or persons", etc.

3. With respect to titles, one recommendation is the use of Chair. If that seems too awkward (although awkwardness extinquishes with usage), Head might be considered next desirable and finally Chairperson.

4. Whenever Mr. is appropriate, consider using the Ms. for women.

5. In letter salutations, possibly the use of the title, such as "Dear Professor", "Dear President", etc. would be more appropriate than the traditional "Dear Sir".

Career Service Titles:

| | Class Code | Present | Recommended |
|---|---|---|---|
| 1. | 0031-34 | Secy. I-IV | Office Assistant or Administrative Aide |
| 2. | 0055 | Asst. Campus Postmaster | Asst. Director of Postal Services or Asst. Manager of Postal Services |

| | Class Code | Present | Recommended |
|---|---|---|---|
| 3. | 0056 | Campus Postmaster | Director of Postal Services or Manager of Postal Service |
| 4. | 2003 | Labor Foreman | Labor Supervisor |
| 5. | 2011 | Maintenance Repairman | Maintenance Repair Worker |
| 6. | 2062 | Trades Foreman | Trades Supervisor |
| 7. | 2121-22 | Pressman I, II | Printing Press Operator I, II |
| 8. | 2214 | Nursery Foreman | Nursery Supervisor |
| 9. | 2708 | Auto Equipment Repair Foreman | Auto Equipment Repair Supervisor |
| 10. | 7089 | Sorority Counselor | Student Society Counselor |
| 11. | 7092 | Fraternity Counselor | Student Society Counselor |

These are the main points which have come to our attention so far.

(V1)

UNIVERSITY OF SOUTH FLORIDA

COUNCIL COMMITTEE NAME _____

| Member Name | College Department or Program | Rank | Years Service | Tenure |
|---|---|---|---|---|
| | | | | |

College Representation

| ege | Appointed | Nominated |
|---|---|---|
| | | |
| R | | |
| | | |
| | | |
| S | | |
| P. | | |

Tenure Representation

| Appointed | | Nominated | |
|---|---|---|---|
| Tenure | Non-tenure | Tenure | Non-tenure |
| | | | |

Rank Representation

Prof.
Assoc.Prof.
Assist.Prof.

*****

Administrative Rank

Dean
Assist. Dean
Chairm.
Act. Chairm.

✓ Sex Representation

Male
Female

✓ Minority Representation

Black
Oriental
Indian
Other

(W1)

# BLACK FACULTY RECRUITMENT AT USF

According to the records available in the Office of Academic Affairs, the University has used several procedures to recruit Black Faculty. These include allocating lines specifically designated for Black Faculty, establishing a committee to locate and recruit Black Faculty, and establishing the Office of Minority Affairs to aid in the recruiting of Black Faculty.

Below is a more detailed description of these procedures:

I. Lines designated for recruiting Black Faculty.
   a. In 1970 the previous administration designated lines as an incentive to recruit and hire Black Faculty. These lines were allocated to assure at least 10 new faculty members were hired. The initial value of these lines was $111,600. Eight of them were filled for the 1970/71 academic year.

   b. During the 1971/72 adademic year the present administration set aside 10 lines valued at $132,850. for the recruiting of Black Faculty. Eight of these lines were filled.

   c. Again, during the 1972/73 academic year the administration set aside five lines valued at $66,000 for recruiting Black Faculty. Although the lines were frozen before they could be filled, one Black was hired.

II. A search committee was established to aid in locating, recruiting, and retaining Black Faculty. The initial allocation to this committee was $3,000. The ensuing procedures were carried out to insure that adequate faculty would be found to fill the designated lines.

   a. Recruiting trips were made to several predominately Black Colleges and Universities.

   b. Letters were sent to predominately Black institutions describing the positions available.

   c. Advertisements were run in several Black Daily Newspapers.

   d. The possibility of establishing a Faculty Exchange Program with Bethune Cookman, Edwards Waters, Florida A & M, Federal City College,

and other Black Colleges having full Black representation was examined.

III. The Office of this Special Assistant for Minority Affairs was established in January, 1973, at an initial cost of approximately $8,000. This included one-half time faculty position and one-half time secretarial position.

It aids the Vice-President for Academic Affairs by collecting and interpreting statistics and data relative to locating, recruiting, and retaining minority faculty.

(X1)

UNIVERSITY OF SOUTH FLORIDA

Recruitment Methods for Administrative & Professional and Career Service Personnel

The attached Policies, No. 1-2, Employment, and No. 1-3, Applications and Examinations, describe the Career Service recruitment process. Administrative & Professional personnel are recruited as described in the attached Policy No. 2-1, Employment. Job vacancy lists are routinely sent to agencies that have been identified as sources for minority applicants. A list of these agencies is also attached.

Our commitment to non-discrimination in recruitment and hiring practices is illustrated in the attached excerpt from The USF Equal Opportunity Program: A Plan for Affirmative Action, September 12, 1973. This excerpt also contains our plans for development of departmental recruiting plans for Administrative & Professional and technical Career Service positions, which we are now in the process of implementing.

PH

12/73

(X2)

UNIVERSITY OF SOUTH FLORIDA

| PERSONNEL POLICIES AND PROCEDURES | | | Subject: Employment |
|---|---|---|---|
| Number: 1-2 | Page: 1 | Covering: ☐ A&P ☐ T&R ☒ Career Service | Effective Date: May 15, 1973 |

I. Purpose

The intent of this policy is to insure that good personnel practices are followed in staffing vacancies throughout the University. It is also intended to overcome underutilization of minorities and females in the work force through an active, systematic recruitment program.

II. Statement of Policy

The University Personnel Office is primarily responsible for the recruitment, screening and referral of all career service applicants: full-time, part-time, or short-term (OPS).

III. Departmental Responsibility

Since final authority for the selection of referred applicants rests with the individual department administrator, it will be that individual's responsibility to insure that the department follows appropriate University personnel procedures.

A department administrator may commit a career service position at a salary commensurate with the rules and regulations set forth in this manual and the availability of funds. However, commitments are subject to review and shall not be considered final until all appropriate approvals are received. For this reason, no career service employee shall be permitted to begin work until appropriate approvals, as required on New Appointment Form (USF 1002-04/72) or Appointment Change Form (USF 1004-04/72), are obtained.

IV. Employment Procedures--New Staff

A. All applicants for career service positions shall be recruited and employed on the basis of the minimum training and experience requirements established for the position class. It shall be the responsibility of the Personnel Office to review all appointments for completion of minimum training and experience. A department having a vacancy may nominate applicants for either original appointments or promotions; however, such appointments will be made effective only after review by Personnel Services and compliance with minimum training and experience requirements has been verified. Private employment agencies may not be used unless approved in advance by the Personnel Office. All applicants must complete, as a minimum, an application form before they may be considered for employment.

B. Referrals

Applicants who are directly recruited by Personnel Services will not be referred to departments until a determination of eligibility is made, test(s) administered when necessary, and references checked. A department head may offer the vacant position to any applicant referred by the Personnel Office with the assurance that all minimum requirements have been met. In unusual circumstances an applicant who has not been cleared may be referred, and department heads will be notified as to what steps in the clearance process are incomplete.

The order in which candidates will be referred by the Personnel Office to departments is:

(1) Permanent employees who have requested transfer or promotion

(2) Substitute employees who have requested transfer or promotion

(3) Temporary employees who have requested transfer or promotion

(4) OPS employees in the last month of their OPS appointment, and who request referral to permanent positions

(5) New applicants

Note: All recruitment by Personnel Services will be in compliance with the University of South Florida's Affirmative Action Program.

C. Job Offer

All job offers shall be made by the department administrator who may commit a salary within the provisions of this manual--except that original appointments above the minimum of the assigned salary grade will require a justification from the department head and approval in writing by the Personnel Office, and a copy of that approval must accompany the appointment paper. It shall be the responsibility of the department head to notify the Personnel Office of the selection for the vacancy and to forward the referral card within two days. Applicants who were interviewed shall be notified in writing by the Personnel Office concerning disposition of their applications.

D. Procedure for Filling a Vacancy

To provide equal opportunity to all staff and applicants and to insure success of the University of South Florida's Affirmative Action Plan, the following procedure has been adopted:

(1) Departmental Notice

The employing department is responsible for posting on its bulletin board (or another appropriate place if it has no such board), for a minimum of three workdays, a vacancy notice which includes the following: classification, brief description of the duties, salary range, and job qualifications (see Exhibit XXII). A copy of the Position Vacancy Notice must be forwarded to Personnel Services on the first day it is posted within the department. These forms are available from Personnel Services.

If the position is to be filled by a line item staff member from within the department, no additional advertisement is needed.

(2) Official University Publication

If the position vacancy is not to be filled from within the department in accordance with Step (1), it must be listed with Personnel Services and may not be filled for a minimum of one week (five working days) following advertisement in the official University publication. See Exhibit XXIII, Position Vacancy Report; forms are available from Personnel Services.

These provisions should not be interpreted as requiring a position to be vacant for one week since it is permissible and, in fact, encouraged that positions be listed and advertised in advance of an actual vacancy whenever possible. These provisions are intended to allow current employees an opportunity to apply for promotions and/or transfers.

(3) Under unusual circumstances, the manager of Staffing and Employee Relations may approve requests by the administrative head for a waiver of the advertising policy. Such request must be in writing, including a statement of justification, and approval of such request must also be in writing.

V. Employment Policies--Promotions and Transfers

A. Promotion, as defined in Section 22A-7.05, State Personnel Rules and Regulations, refers to an employee who moves from a position in one class to a different position in another class having a greater degree of responsibility and a higher maximum salary. An employee who is promoted shall be required to serve a probationary period of six months

in the higher class. An employee who is promoted may be demoted to the class from which he was promoted any time prior to attaining permanent status in the higher class without having the right to appeal the demotion to the Career Service Commission.

B. Any employee who wishes a staff transfer must complete at least three months of continuous service in a position and register for a transfer in the Personnel Office before he will be referred for interview.

C. It shall be the responsibility of the Personnel Office to review, screen and refer eligible employees from other University departments for interviews of position vacancies. (See Applications and Examinations Section.)

D. Persons employed within the University are normally given first priority in filling promotional positions. It should be noted that all persons promoted must meet the minimum training and experience provisions regardless of whether they are promoted from within the department or from within the University and are subject to review by the Personnel Office.

VI. Appointment Procedure

An Appointment Procedures Manual has been developed and distributed to personnel responsible for initiating personnel appointments.

VII. Employment Policies

A. Equal Opportunity

The Personnel Office and the employing department will consider the qualifications of each applicant including education, training, character, interest, physical fitness, skills and work experience. For waiver of training and experience, see Policy 1-4 (II-D). No discrimination will be shown against an individual because of race, color, religion, creed, national origin, sex or age. The Personnel Office has the responsibility to refer qualified applicants and may conduct background investigations into an applicant's education, training, character, interests, physical fitness, skills and work experience, and as a result of these investigations, determine that a prospective employee is ineligible for employment.

B. Age

Individuals who have reached their 65th birthday will not be hired as a career service employee unless the appointment has been approved by the President of the University.

C. Aliens

Aliens may be employed if they meet all the qualifications and possess

a visa which permits gainful employment in the United States as determined by the U. S. Immigration and Naturalization Service.

D. Child Labor (Minors)

The University will comply with the provisions of the "Florida Child Labor Law," Chapter 450, Florida Statutes, as amended in 1970 with appendix administered by the Workmen's Compensation Division of the Florida Department of Commerce.

(1) Minors seeking employment must have reached their sixteenth birthday prior to being employed by the University.

(2) All single minors between 16 and 18 years of age employed by the University are required by law to have an Age Certificate (work permit). The original "Age Certificate" will be kept on file in the department, division, section, or by the supervisor where the minor is employed, as provided by Section 232.08, Florida Statutes. A copy of the "Age Certificate" will be placed in the employee's permanent personnel file.

Before an applicant can be signed on a payroll, the "Age Certificate" (work permit) must be submitted. Such "Age Certificates" may be obtained by the applicant at the Personnel Office on campus, or at the office of the Superintendent of Public Instruction in the county in which he attends school, or at his school.

(3) No minor between 16 and 18 years of age shall be employed, permitted or suffered to work in any place of employment or at any occupation hazardous or injurious to the life, health, safety or welfare of such minor.

(4) No minor between 16 and 18 years of age shall be permitted or suffered to work before 5:00 a.m. or after 10:00 p.m., nor shall be permitted or suffered to work for more than five hours continuously without an interval of at least thirty minutes for a lunch period.

(5) Department heads, division heads, supervisors, or anyone working a minor is responsible for determining that each minor in his employ has procured an "Age Certificate;" that the minor is of the proper age for the occupation for which employed, and that the minor conforms to the hours of employment specified on the certificate.

(6) Whoever violates any provision of Chapter 450.151, or employs or permits or suffers any minor (16-18 years of age) to be

employed or to work in violation of this law, or of any order issued under the provision of this law, or obstructs persons authorized under this law in the inspection of places of employment, and whoever, having under his control any minor, permits him to be employed or to work in violation of this law, shall for such offense be guilty of a misdemeanor and, upon conviction, be subject to a fine of not exceeding five hundred dollars or imprisonment in the county jail not exceeding six months or by both such fine and imprisonment at the discretion of the court. Each day during which any violation of this law continues shall constitute a separate and distinct offense, and the employment of any minor in violation of the law shall, with respect to each minor so employed constitute a separate and distinct offense.

E. Handicapped

(1) Physical standards will be fair, reasonable, and adapted to the realistic requirements of the job. Such standards will be based on complete, factual information regarding working conditions, hazards, and essential physical requirements of each job. Physical standards will not be used to arbitrarily eliminate the handicapped person from consideration.

(2) An opportunity will be provided for a fair appraisal of pertinent qualifications of the handicapped.

Where written examinations are required for competitive classes, opportunity will be provided applicants with physical impairments to demonstrate pertinent knowledge, skills, and abilities by testing methods adapted to their special circumstances.

(3) Physical abilities of handicapped persons being considered for appointment, reassignment, or promotion will be appraised in relation to the essential physical requirements of the job.

Particular attention will be given to the degree to which handicapped applicants or employees have compensated for their impairments by the development of special skills or methods, by the sharpening of unimpaired senses, or by the use of prosthetic devices.

(4) Employees who acquire disabilities as the result of work injuries, off-the-job accidents, or disease conditions, will be given full opportunity in reemployment or reassignment to other more suitable jobs.

VIII. OPS -- Other Personal Services Employment

A. OPS provides a money source for the employment of temporary staff. Normally, OPS appointments are paid on an hourly basis and may not work for more than 693 hours during a fiscal year. Faculty and student

OPS appointments are not restricted to the 693-hour limit and may be paid either hourly or biweekly.

OPS appointments, other than faculty or students, for longer than thirty calendar days may be made only after the following procedures are followed.

(1) The applicant completes standard application with Personnel Services.
(2) The applicant has been referenced by Personnel Services.
(3) A check has been made to determine whether the 693-hour limit would be exceeded.

B. OPS Pay Rate

OPS appointments which will be performing at basically the same level as an established position should be paid at the hourly equivalent for the established position.

In unusual circumstances, where the job to perform is unlike that of an established position, the title of temporary technical assistant may be used at the following hourly rates:

| | |
|---|---|
| (1) Temporary Technical Aides | $ 1.60 - 1.99 |
| (2) Temporary Technical Assistant I | 2.00 - 2.99 |
| (3) Temporary Technical Assistant II | 3.00 - 3.99 |
| (4) Temporary Technical Assistant, III | 4.00 - 4.99 |

C. OPS appointments for a period of less than thirty calendar days should be paid following the same guidelines as appointments for more than thirty calendar days. OPS staff employed for less than thirty calendar days will be referenced only upon request by the department, but must file an application with Personnel Services.

D. All OPS employees paid on an hourly basis or considered nonexempt from the Wage and Hour Law must be paid time and one-half for all time worked in excess of forty hours in one week. All hours worked, whether compensated for at straight time or time and one-half, will be counted towards the 693-hour limit. It is the responsibility of the employing department to insure compliance with the 693-hour limit.

E. The period of time an employee is appointed temporarily (OPS) prior to his initial appointment to a career service line item shall not be counted toward completion of the employee's probationary period in any class.

F. Salary Increases for OPS Personnel

Pay rates for OPS employees are not normally changed, unless there is a change in job responsibility of the employee, or there is an adjustment of the minimum wages paid in the State of Florida. In any case,

the amount of increase shall normally not exceed 10% of the current OPS rate for the employee in consideration.

Increases which are not covered above must be justified and approved in advance by the Director of Personnel.

Note: All increases are subject to the availability of funds within the department.

UNIVERSITY OF SOUTH FLORIDA

| PERSONNEL POLICIES AND PROCEDURES | | | Subject: Applications and Examinations |
|---|---|---|---|
| Number: 1-3 | Page: 1 | Covering: ☐ A&P ☐ T&R ☒ Career Service | Effective Date: Rev. 10/1/73 |

I. Policy

The Office of Personnel Services shall act as the primary contact point for all career service applicants and shall be responsible for the review of all career service applications to determine each person's merit and fitness for employment, and to administer the testing program established by the State Personnel Director.

Personnel Services shall aid and encourage qualified employees to seek promotional opportunities within the University. (See Policy 1-2, V)

II. Purpose

To insure that all appointments to the career service meet minimum standards as set by the State Division of Personnel.

III. Applications (Personnel Rules and Regulations, 22A-4)

Applications shall be submitted on the approved form and signed by the applicant verifying the truth of all statements. (See Exhibit I of the Appendix.) Falsification of information on the form may be cause for later dismissal of the employee. Applications shall not be accepted or rejected because of race, sex, religion, national origin, or political affiliation. An applicant may be rejected by the University for a particular departmental vacancy for any of the following reasons:

A. The minimum training and experience requirements for the class are not met;

B. The applicant is physically or mentally unable to perform the necessary duties;

C. The application is false or incomplete;

D. The applicant has a verified unsatisfactory employment or arrest record;

E. The applicant has been convicted of felony.

Personnel Services shall keep individual personnel files with copies of each employee's application filed therein.

IV. Competitive Classes--Testing (Personnel Rules and Regulations, 22A-4)

The Personnel Office shall be responsible for administering career service tests. Applicants for classes of positions which have been designated competitive by the State Personnel Director shall be examined by one of the following methods:

A. An assembled examination--shall include a practical written test and may also include performance, medical, oral, and/or unassembled examinations;

B. An unassembled examination--shall consist of a rating of the training and experience shown on the application and may also include medical, oral, and/or performance examinations.

In cases where a staff member is considered for a promotion to a competitive class vacancy, whether the staff member will be required to test for such position shall be at the discretion of the Personnel Office. (See Exhibit II for list of classifications requiring written tests.)

V. Non-Competitive Classes (Personnel Rules and Regulations, 22A-4)

The recruitment and selection of applicants in non-competitive classes (requiring no formal state test) will be handled in the same manner as competitive classes except for the testing requirement. All candidates for non-competitive classes will be required to meet the minimum training and experience requirements established by the State Division of Personnel, as well as any special requirements or skills designated by the employing unit. Special requirements are to be listed on Position Vacancy Notices filed with Personnel Services.

Prior to referring any candidate for non-competitive classes, Personnel Services will ascertain the candidates' background experience established by the State Division of Personnel for that class, as well as any special requirements determined locally, and conduct at least one employment reference check. The standards established for recruitment, selection and referral will insure the employment of only those applicants qualified to perform the required duties. (See Policy 1-2, IV-C, Employment Procedures.)

(X12)

UNIVERSITY OF SOUTH FLORIDA

| PERSONNEL POLICIES AND PROCEDURES | | Subject: Employment | |
|---|---|---|---|
| Number: 2-1 | Page: 1 | Covering: ☒ A&P ☐ T&R ☐ Career Service | Effective Date: |

I. Policy

The recruitment of administrative and professional personnel shall be primarily the responsibility of the administrative or academic head having direct supervisor responsibility over the position. Personnel Services, upon request, will assist in recruitment.

II. Procedure

A. All nominations must be reviewed and signed by the appropriate administrative or academic head and forwarded to Personnel Services for review of compliance with Board of Regents and University policy.

B. After review, Personnel Services will forward the nomination to the appropriate vice president for final approval and official letter of job offer.

III. Authority for Appointment

The President has final authority to appoint administrative and professional personnel except for vice presidents and other policy level positions reporting directly to him, who shall be appointed subject to review by the Chancellor and confirmation by the Board. The President has formally delegated to each vice president the right to appoint administrative and professional personnel in his respective area of responsibility.

UNIVERSITY OF SOUTH FLORIDA

Following is a list of the agencies we send our job vacancy list to:

Florida State Employment Service

Rosa Valdez Center Day Care

Tampa Concentrated Employment Program

Business University of Tampa

Brewster Adult Technical School

Urban League

Tampa Technical

Plant City Adult & Comm. School

Sulphur Springs Neighborhood Service Center

West Tampa Neighborhood Service Center

Plant City Neighborhood Service Center

Ybor Neighborhood Service Center

MacDonald Training Center

WTMP Radio - Community Bill Board

WLCY Radio Station

Neighborhood Youth Corp.

1st Combat Support Group
MacDill Air Force Base

Vocational Rehab

Community Action Agency of Hillsborough

Bethume Cookman Training Center

VISTA

The New Mind

Community Relations Commission

Human Resources Development Institute

(Y1)

UNIVERSITY OF SOUTH FLORIDA
University Relations

February 15, 1974

MEMORANDUM

TO: Ed Beatie
Dick Brightwell
Earl McCullough
George Robinson
Ed Smith

FROM: Jim Vickrey

RE: "Minority Vendor Program"

I am writing in follow-up to our recent meeting about the development of a USF "Minority Vendor Program," at which we reached the following conclusions:

- The hiring of a professional consultant at this time may be premature; more consideration of the matter is required.

- Advertisement of the University's desire to contract with minority vendors should be intensified by means of:

  1. A letter from the Director of Procurement to the Editor of The Oracle, at least annually, asking members of the University for assistance (Ed Beatie to draft same).

  2. Purchase of a regular (monthly?) ad in the Florida Sentinal Bulletin requesting minority vendor business with USF (Ed Beatie to do this).

  3. Appearance of Ed Beatie and Earl McCullough or George Robinson on local TV and radio programs and stations oriented to blacks (Jim Vickrey to check this out).

  4. Written communication to minority business men who participate in the "Black Experience" program here.

  5. Development for internal use of a list of types of services and materials which the University purchases which we could likely obtain from minority vendors (Ed Beatie to do same).

  6. Routine communication to prospective minority students of our desire to do business with minority vendors (George Robinson to do this).

(Y2)

7. Consideration of a memorandum from the Director of Procurement or Vice President for Administration to the other vice presidents requesting them to assist and to ask the personnel reporting to them to assist in the effort (Ed Beatie and Jim Vickrey).

- Personalized efforts by Ed Beatie and Earl McCullough or George Robinson to "recruit" minority vendors.

- Updating and circulation internally of a minority vendor list to give us an opportunity to add possible names to it (Ed Beatie to do this).

- Consideration of a "Trade Fair," perhaps, in connection with the Urban League and/or Chamber of Commerce (Jim Vickrey to check on the possibilities).

- Consideration of possible educational seminars to assist minority vendors (Dick Brightwell to consider).

- Request to special groups such as the Equal Opportunity Committee to assist (Ed Smith to communicate this to the Committee).

Please let me know if you have any questions or if I have missed or inappropriately added anything.

rsn

cc: Cecil Mackey
Ken Thompson
James Hammond

bcc: Jim Bruss -- Please ask Tom to check on possibilities of assistance from the black-oriented radio station.

J.V.

# PROCEDURES USED TO RECRUIT BLACK STUDENTS

In September of 1973 the University of South Florida appointed a full time admissions counselor for minority students. This position was the first specifically allocated to the development of recruiting procedures for black and other minority group students in the history of the University. The individual hired, a black, masters degree level professional guidance counselor, was given responsibility for the creation of programs to meet the University's needs in the recruitment of black students. Assigned to the Office of New Student Relations, he is assisted by an advisory committee of black students drawn from social and pre-professional student organizations and his activities are supplemented by the other recruiting personnel of the office. In addition to this position, a half time, upper level black student Viet Nam era veteran serves as recruiter/counselor for black veterans.

Procedures

1. Contacts with potential USF students are made during "College Day" visits at high schools throughout the State of Florida. Requests to high school personnel to meet with black students are made prior to such visits and follow-up is conducted by mail, telephone or during individual or group visits to the Tampa and St. Petersburg campuses.

2. The same procedures, as above, are followed in regard to the recruitment of black students in visits to community colleges throughout the state.

3. Personal contact has been made with Human Relations Specialists who serve in all of the Tampa Bay area high schools. These contacts have produced invited visits to schools and community centers for the purpose of recruiting black students.

4. In addition to the Human Relations Specialist staffs, black high school and community college guidance

counselors and instructors have been contacted and their aid enlisted in the dissemination of USF informational borchures and the identification of interested black students.

5. The admissions counselor for minority students participates in periodic workshops held on the USF campus for high school counselors and will attend the Atlanta, Georgia meeting of the National Scholarship Service and Fund for Negro Students for the purpose of contacting potential minority group member students.

6. The University is developing a brochure to list opportunities for minority students at USF. This brochure will contain information about admissions, financial aid, student organizations, support services and other matters of interest to potential USF students from minority groups.

7. Frequent use is made of the Tampa Bay area's media facilities, i.e., radio, TV and newspapers, to inform black high school and community college students of the University's various programs. Inquiries that result from media presentations are followed up by invited campus visits, letters or personal contacts to the community.

Costs

A considerable amount of the University's recruiting costs are devoted to the above mentioned procedures. The following are approximations:

| | |
|---|---|
| Salaries | $21,000 |
| Travel | 2,500 |
| Telephone, postage, etc. | 1,200 |
| Printing and associated costs | 1,000 |

NEW STUDENT RELATIONS

SUMMARY OF MINORITY STUDENT OUTREACH EFFORTS
Quarter I - 1973-74

1. Formed advisory committee of five minority students and staff for input and feedback on programs, activities, and as a resource for radio and television programs, presentations and campus tours.

2. With advisory committee, prepared for wide distribution special letter with information relevant to minorities signed by student member of advisory committee.

3. Developed mail follow-up program for contacts made with prospective minority students who indicated an interest in USF. Sent "enjoyed-talking-with-you letter," any information requested by student (mailed by Admissions Office), and letter signed by student member of advisory committee. (374 prospective students.)

4. Made personal contacts with 77 counselors, teachers and community leaders who know or work with college-bound minority students.

5. Solicited names and addresses of college-bound minority students from counselor, teacher, community leader contacts and followed up with mailing of USF informational materials (33 thus far.)

Summary of Sources of Minority Student Contacts

| | |
|---|---|
| Model Cities | 37 |
| NSSFNS, Atlanta | 40 |
| Blake Adult Night School | 50 |
| Miami Jackson High School | 35 |
| Charlotte High School (Ft. Myers) | 33 |
| Palatka Central High School | 35 |
| Vanguard High School (Ocala) | 10 |
| Pasco Comprehensive High School | 15 |
| Miami-Dade North | 11 |
| Edison Junior College | 47 |
| St. Johns River Community College | 20 |
| Florida Memorial College | 20 |
| College Day Programs | 90 |
| Special Visits to Hillsborough County Schools | 183 |
| Names Referred by counselors, teachers | 33 |
| Office and Telephone | 41 |
| | 700 |
| Follow up with | 374 |

(24)

# UNIVERSITY OF SOUTH FLORIDA

TAMPA • ST. PETERSBURG

COMMUNITY COLLEGE RELATIONS
OFFICE OF THE DIRECTOR
TAMPA, FLORIDA 33620

813: 974-2506

May 29, 1973

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Frank H. Spain

SUBJECT: USF COMMUNITY COLLEGE RELATIONS OUTREACH TO BLACKS

THE FOLLOWING LISTING REPRESENTS EFFORTS AND INVOLVEMENTS IN THE YEAR PAST, IN THE PRESENT AND ON A CONTINUING BASIS:

I. Minority Affairs Assistant to the Student Affairs Vice President is on the Community College Relations Advisory Council. There are black students on the Transfer Student Resource Group (a student advisory group to this and to Dr. Hewitt's office.)

II. Publications

A. Literature racks (note black brochure designed by black Admissions Officer) on those fourteen community college campuses nearest us--with plans to place another twelve racks as soon as they are received.

B. Community College Counseling Manual (total of 700) delivered to all community college counselors in the state--describes the Afro-American Studies major--as well as more than the 100 other undergraduate majors.

C. Hosted various conferences--one with Mr. Andrew Minor (black Co-op staff member) on the program--please see attachment "A."

D. Employed in the spring and summer of 1971 a Wilberforce University Co-op student...Mr. Jack Hampton, Wilberforce Placement Counselor, publicized this throughout the nation (attachment "B.")

III. Personal and Professional Contacts

A. For many years have known and worked closely with the FAMU Special Assistant to the President, with the Dean of the School of Technology and with the Community College Affairs Director. Attachment "C" reflects FAMU input to USF.

B. Work closely with USF black staff members--e.g. advisors in the Division of University Studies and in Business Administration; staff in Cooperative Education; in Student Affairs. . .

C. Work closely with all the areas of community college staff. USF now has in excess of 160 alumni employed by the CJCs. We maintain a close working relationship with our alumni and with non-alumni; with the black CJC staff and with the non-black staff. Many individual referrals (requiring special attention) are made to this office. Outstanding examples of black alumni who afford excellent contacts are Jim Brown (USF Masters) at Manatee and Jean Stewart (USF Masters) at HCC. Other black CJC staff with whom I am familiar and/or work quite closely are Eleanor Gay at FJC at Jacksonville; Ulysses Johnson at Polk; Leon Watts at Broward; Leroy Floyd at IRCC; Vernon Floyd at IRCC; David Anderson at IRCC; Leon Robinson at Miami-Dade; Rudy Williams at Miami-Dade; Hank Thompson at Miami-Dade; Jim Chambers at Miami-Dade; Cleo Williams at HCC; Dr. Johnny Ruth Clark at SPJC and D . Erv Rouson* at SPJC. Attachment "D" shows the locations of the USF alumni now at 24 of the 29 (including the one private) CJCs.

IV. 2+2 Visits--whenever possible we take back to CJC one of its graduates currently enrolled at USF. This year black students accompanied us in visits to Jacksonville; to Miami-Dade; to Sante Fe; and to SPJC. We have already scheduled additionally for next fall a black student to go to Central Florida Community College--we expect this listing to grow. Audiovisual presentations prepared for these visits contain slides that are representative of black students, staff and student life at USF--selected by the black Admissions Officer at USF. These slides were subsequently found by three Mass Comm majors to be representative of the black student and staff community at USF.

We annually schedule 30-50 2+2 visits. In the past the Minority Affairs Assistant to the Student Affairs Vice President; a black Co-Op staff member and a black member of the Central Advising staff have made some of these trips. There are constant outreach efforts in areas such as special financial aids programs, tutorial assistance and curriculum development--we heavily emphasize career--oriented and professional programs such as Nursing, Engineering Technology, Criminal Justice and Business Administration.

V. Other conferences and activities

A. Participated in the planning and the conducting of the American College Public Relations Association Conference held on this campus in March. . . Was responsible for black student (Katharin Timmons) serving on a conference panel which this office presented. Was responsible for the Minority Affairs Assistant to the Academic Vice President being a participant on a conference panel entitled THE CHANGING FACE OF EDUCATION AS VIEWED BY BLACKS. . .

B. Hosted state-wide Student Affairs Commission Spring Conference (of the Florida Association of Community Colleges) for more than 200 registrants--including quite a few blacks and with several program topics most relevant to blacks.

* MRS CALVIN HARRIS

C. Participation in the March, 1971 state-wide Governor's Conference On The Disadvantaged . . . This event had been preceded by much discussion and action in the state-wide Student Affairs; the Academic Affairs; the President's Councils regarding the federally-funded grant for the State of Florida. (I sit with all three of these Councils).

D. Implementation of January 1973, twelve-county area Nursing Articulation Conference involving eight community junior colleges. The new Nursing Dean made it abundantly clear that it is the philosophy of the College of Nursing to recruit strongly those students who are committed--with special emphasis being given to the recruitment of blacks and of males.

E. Scheduled and hosted two twelve-county meetings (seven CJC's and the Division of Community Colleges) to explore filing a proposal for an ACTION grant (these sessions followed the VUE, Vision Unlimited Education, state-wide grant activity which culminated in the aforementioned Governor's Conference.)

VI. Work very closely with Admissions, Student Affairs and the various USF Colleges and other offices in outreach and special services for blacks. For example, a conversation with a student during a recent 2+2 Polk Community College visit revealed she was approaching graduation in nursing there and had been in USF's first Upward Bound class--this information was shared with Dick Pride, Upward Bound Director.

VII. Quarterly feed back of academic data to each CJC

VIII. Close relationship with the USF Veterans Affairs Council--have found quite a few black veterans who are interested in continuing their studies beyond the CJC.

IX. Conducted research--project now underway to determine input by sex, race, classification, and curriculum from the source institution for transfers at USF. Special study was done for Edison Community Junior College (attachment "E") have cooperated with the USF College of Education and the Student Affairs Office in special studies.

More research is needed--e.g., where is Ernie Boger (the first USF black graduate) now?

X. Regarding plans for the future, this office is seeking to employ a black Co-op, CWSP student team comprised of CJC transfers. Further, we plan to continue those current projects and activities that are giving good results and to constantly be alert and receptive to new ideas and approaches.

amr

(Z7)

Received 2/8/74

UNIVERSITY OF SOUTH FLORIDA

GRADUATE STUDIES OFFICE

TO: Joe Busta February 8, 1974

FROM: Lea Houghton, Assistant to the Director

SUBJECT: Report on Graduate Studies Efforts to Assist Minority Graduate Students

1. In July, 1971. Subscribed to GAAC listing Service (Graduate Admissions Assistance Center), Council of Higher Educational Institutions. This is a listing of candidates available to all graduate schools; (grouped by disciplines) and includes minority group candidates on a completely separate and clearly identified listing. This is received approximately 4 times a year. The Graduate Studies Office forwards these listings to the graduate program coordinators in each college.

2. In June, 1973, seven special minority teaching assistantships were made available for the academic year 1973-74. The recipients were selected by the colleges and announced by the Director of Graduate Studies. E & G funds were transferred directly to college graduate assistant accounts, amounting to $3200 for each assistantship.

3. Beginning Fall, 1973, USF utilized a new service in order to find minority students to undertake graduate work. This service provides a Minority Graduate Student Locater, provided by Graduate Record Exam Board with headquarters in Princeton, New Jersey. Each participating institution pays an annual $340 fee which entitles it to receive 2 listings of potential graduate students, one in Nov. and one in March. Included are the names, addresses and other pertinent data on more than 300 persons. Minorities represented are Black, Oriental, American Indian, Mexican-American or Chicano, Cuban-American and Puerto Rican. All have indicated an interest in pursuing graduate studies at the doctoral level in Biology, Chemistry, Education, English, Mathematics, Medical Science or Psychology. USF currently offers Ph.D. programs in all of these areas except Medical Science. The November listings were distributed directly to the Ph.D. Advisory Committee for recruiting.

4. The Graduate Studies Office maintains information on graduate student opportunities, i.e. a bulletin board located in Administration Building, this includes various minority student opportunities, i.e. Ford Foundation Minority Assistantships (notices sent to Intercom & Oracle). In addition we have manuals for prospective graduate students to review in the office. One of these is Graduate and Professional School Opportunities for Minority Students.

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UNIVERSITY OF SOUTH FLORIDA
Office of Student Affairs

May 20, 1974

MEMORANDUM

TO: Dr. John C. Briggs, Director of Graduate Studies

FROM: Troy Collier, Asst. to the Vice President, Student Affairs

SUBJECT: RECRUITMENT OF BLACK GRADUATE STUDENTS

A proposal developed by the USF College of Education to recruit Black students for study at the Doctoral level in five areas in Education, emphasizing Research in Urban Elementary Education, appears to be very thorough and very much in line with commitments by the BOR to increase minority faculty and staff.

The requiremnts for implementation of this program are assignment of individuals or organizations to implement the program, the availability of resources to provide financial support of students, and the establishment of a criteria and procedure for processing admissions exceptions.

I feel that this is s very sound approach that might be established University-wide, particularly in areas where few Black students are enrolled. In my opinion the outstanding features of this program are its systematic approach and the recognition of the need for the assignment of the responsibility to a particular person or office, the recognition of the need for criteria and procedure for processing admission exceptions and most important, the need for student financial support.

The College of Education would like to implement this program in Fall '74, however, the major obstacle appears to be student financial support.

I look forward to an opportunity to discuss this matter with you at your earliest convenience.

cc: Dr. Joe A. Howell, Vice President, Student Affairs
Dr. James Vickrey, Office of University Relations

ach/74

## VII. MATERIALS SUBMITTED TO THE OFFICE FOR CIVIL RIGHTS (HEW) WITH THE USF EQUAL OPPORTUNITY PROGRAM

A. Letter from Governor Askew and "Affirmative Action Plan for Florida State Government"

B. Selected Computer Print-outs

C. Personnel Policies and Procedures Manual

D. Employee and Student Handbooks

E. Employee Orientation Materials

F. USF Bulletin (Catalog)

G. 1973 USF Equal Opportunity Program Document

H. Other Selected Documents